

ILLINOIS



LEADS

REFERENCE MANUAL VOLUME

1

Issued To:

Serial No:

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Introduction (INTRO) GRN

Vehicles (VEH) RED

Glossary (GLOS) GRN

Vehicle Registrations (10-28) YEL

Field Services (HELP) GRN

Drivers (10-27) YEL

Hit Procedures (HIT) RED

License Plates (LIC) RED

Illinois LEADS Reference Manual

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VOLUME 1

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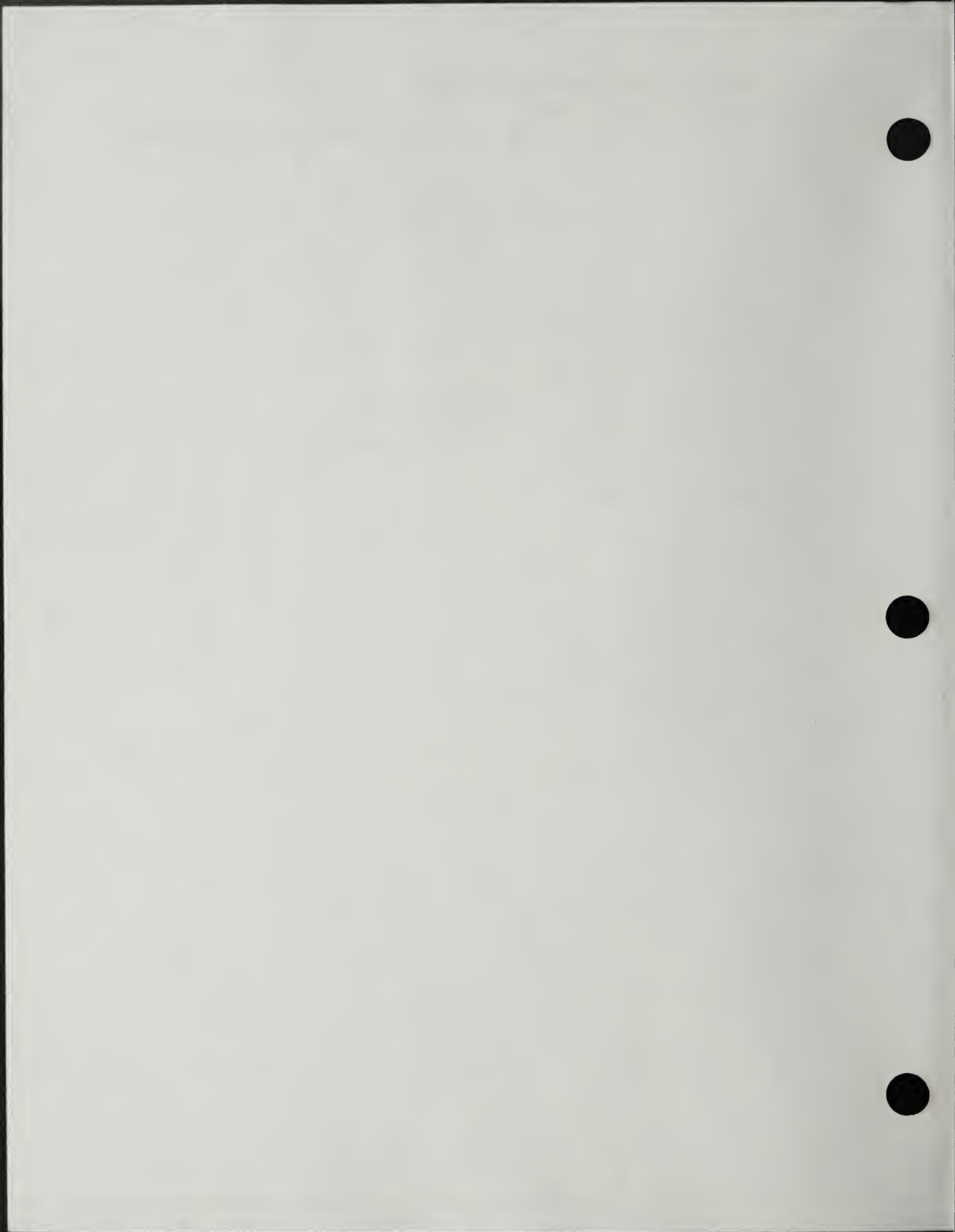
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Chapter 1

I N T R O D U C T I O N

T a b l e o f C o n t e n t s

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INTRODUCTION (1)

I. WHAT YOU SHOULD KNOW ABOUT THIS MANUAL

By taking some time now to become familiar with this Manual, you may save valuable time later in a situation when every second counts. Knowing what's in this Manual could also help you avoid making costly errors. Please read on.

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* NOTE:  N O   C O P Y I N G   A L L O W E D
*
*
* This Manual may not be copied either in whole or in part! This re-
* striction is clearly spelled out in the Regulations (see page REGS-30).
* The chances are too great that a significant change or modification
* could be issued, but copied material would not get updated. From that
* point on, users of the out-of-date copy could be in trouble.
*
* You, personally, might never fail to keep copied material up-to-date.
* But when you are no longer involved (for whatever reason), the next
* person might let the copy become outdated.
*
*                               PLEASE -- NO COPYING!
*
*****
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A. PURPOSE OF THE REFERENCE MANUAL

1. Reference Source -- This Manual is just what its title implies--a reference. Its primary purpose is to provide a quick, but complete, day-to-day reference source on all subjects related to Illinois LEADS. It has been especially tailored for the convenience of the trained terminal operator who is working in the police communications environment. Particular attention has been paid to the identification and labeling of the contents, and several means have been provided for locating specific information quickly.

All users of LEADS information and services should find helpful information in this Manual. LEADS terminal operators and dispatchers will find it indispensable.

2. Student Training Aid -- From the beginning student's point of view, this Manual is not arranged in a sequence that would seem logical if read from cover to cover. Instead, the chapters are arranged for the convenience of the experienced LEADS user who needs a quick reference source. In general, the more heavily used chapters are grouped in Volumes 1 and 2 and those referred to less often are found in Volume 3. The beginning student of LEADS will find a suggested reading plan in paragraph I.E on pages INTRO-8 and 9.

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INTRODUCTION (1)

I. WHAT YOU SHOULD KNOW ABOUT THIS MANUAL (Continued)

B. ORGANIZATION OF THE REFERENCE MANUAL

1. Three Volumes -- The LEADS Reference Manual is divided into three volumes. All three volumes contain important information, and every LEADS user should be familiar with the contents of them. Volumes 1 and 2 will probably be used more often for day-to-day reference, but the third one is also important.
2. Serial Numbers -- Each copy of the Manual (three-volume set) bears a unique Serial Number in the lower left corner of both front covers. The numeric part of the number is unique to your department. The letter suffix is different for each copy issued to your department. Normally, you will have one copy with an "A" suffix. If you have justified a second copy (see page REGS-30), it will bear the same Serial Number but have a "B" suffix.
3. 33 Chapters -- The subject matter is divided into 33 chapters. Each chapter is physically separated from the next by a tabbed divider page. The chapters are numbered from 1 to 33. The chapter number appears in parentheses in the upper right-hand corner of every page following the chapter name.
4. Tab Color Scheme -- The divider pages identify the chapters and the tabs are color coded as follows:

GREEN Tabs identify general information chapters.

RED Tabs identify chapters dealing with the Computerized Hot Files (CHF) which may contain "red hot" information.

YELLOW Tabs identify chapters dealing with computerized files and services other than the Hot Files.

5. Page Numbering Scheme -- Each chapter is treated as a stand-alone unit. Therefore, every chapter has a page number 1. To avoid confusion and to easily distinguish between pages having identical numbers, all page numbers are prefixed with a Chapter Identification Code. For example, all page numbers in "Introduction" are prefixed with the code INTRO-.

The first page(s) of each chapter is the Chapter Table of Contents. All contents pages are numbered with small Roman numerals. For example, the first page of this chapter's table of contents is numbered INTRO-i.

When it becomes necessary to add new pages between previously published pages, the chapter will be republished with the new pages incorporated and re-numbered.

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INTRODUCTION (1)

I.B. ORGANIZATION OF THE REFERENCE MANUAL (Continued)

6. Date Published -- Immediately below or to the left of the page number on every page is a date in month/year format. This date indicates when the page was published and is for your convenience in verifying that your Manual is always up-to-date. When a page is republished because of a change, the date of the change (date republished) will appear on the new page.

The published date on one side of a single sheet of paper (two pages) may differ from the date on the other side in a case where only one page was changed. The unchanged page bears its original publication date.

C. HOW TO FIND INFORMATION IN THE REFERENCE MANUAL

1. Backbone Contents List -- When all three volumes are side-by-side on the shelf, the contents of each appear on the backbone labels. The sequence of chapter names or codes on the labels is the same as the sequence of the pages inside. The larger letters appearing in a chapter name, such as the VEH in VEHicles, represent the Chapter Identification Code which is used as a page number prefix. In most cases, the backbone labels should provide sufficient clues for the trained user to select whichever volume is needed.
2. Front Cover Margin Index -- In the right margin of each binder cover is an index to the chapters inside. The Chapter Identification Codes appear in parentheses behind the chapter titles. An abbreviation of the tab color is also given.

The general position of a chapter name in the margin relates directly to the position of the tab on the divider page which precedes that chapter. Where several chapters have tabs in the same position such as the Introduction, Vehicles, and Aliases, the chapter located nearest the front of the binder will be listed first in the margin index.

Once you have located the chapter of interest in the margin index, you should be able to slip your finger under the cover immediately opposite the index entry, reach the appropriate tab, and open to the chapter you want.

3. Tabbed Divider Pages -- Every chapter is preceded by a color-coded, tabbed divider page. The tabs are printed on both sides with the chapter name and the Chapter Identification Code in parentheses. In those cases where there is no code in parentheses such as NLETS, the code is identical to the chapter title.
4. Chapter Table of Contents -- The first page(s) behind the divider for each chapter contains a comprehensive table of contents. Entries in the Chapter Table of Contents correspond to underlined paragraph headings found in the text material of the chapter. The contents pages are numbered with small Roman numerals, prefixed with the Chapter Identification Code.

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INTRODUCTION (1)

I.C. HOW TO FIND INFORMATION IN THE REFERENCE MANUAL (Continued)

5. Volume Table of Contents -- The first pages in each volume contain a complete table of contents covering all chapters in that volume. In some cases, the Volume Table of Contents may not contain all of the minor-level entries (lesser paragraph headings) found in the more comprehensive Chapter Tables of Contents.
6. Index Chapter -- The last chapter of Volume 3 is the index for the entire Reference Manual.

D. WHAT'S IN THE REFERENCE MANUAL AND WHERE

The following paragraphs give a brief, summary idea of what can be found in each chapter of this Manual. If you are just now learning about LEADS, or are not completely familiar with this Manual, you may find that these summaries serve as a helpful introduction. However, do not assume that the summaries contain all you need to know.

1. Introduction (INTRO) -- The remaining portion of this chapter presents general information about LEADS. Terminal operators who use LEADS every day in their work should find this information helpful. It does not tell you how to do things, but could make your job more interesting.
2. Glossary (GLOS) -- This chapter contains close to 300 terms and abbreviations which are used throughout the Manual and in LEADS work. You will want to refer to it whenever you hear or read a term which is not familiar. Beginners may find it helpful to read the Glossary all the way through.
3. Field Services (HELP) -- The LEADS Reference Manual should generally be the first place you turn for assistance on LEADS. But, beyond the Manual are a number of sources of help. The Field Services chapter describes the HELP FILE and its uses and provides a place in the Manual for maintaining a HELP FILE Index. This chapter also explains how to access the DAILY BULLETIN.
4. Hit Procedures (HIT) -- Procedures governing the exchange of Computer Hot Files (CHF) data by radio between communications personnel and officers on patrol are detailed.
5. License Plates (LIC) -- This chapter covers the Computerized Hot File for lost & stolen license plates. Procedures are explained for entering your department's stolen plate records into the file, removing your obsolete records, inquiring on or searching the file, and "locating" another department's record on a plate you have recovered.
6. Vehicles (VEH) -- All procedures and codes related to the Computerized Hot File for stolen, towed/impounded, and felony vehicles are contained in this chapter. Procedures for handling stolen vehicle parts are also explained.

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INTRODUCTION (1)

I.D. WHAT'S IN THE REFERENCE MANUAL AND WHERE (Continued)

7. Vehicle Registrations (1028) -- One of the most frequent uses of LEADS is to check vehicle registrations by license plate numbers and Vehicle Identification Numbers (VIN's). This chapter gives all of the necessary procedures for obtaining registration information from all of the 50 states. In addition, special procedures are covered for obtaining "off-line" searches of the Illinois Secretary of State's files using partial plate numbers and/or partial vehicle descriptions.
8. Drivers (1027) -- This chapter explains how to obtain drivers license information from nearly all states. How to request three kinds of driving record abstracts from the Illinois Secretary of State is also explained.
9. PERSONS (PERS) -- The Wanted, Missing, and Unidentified Persons Files contain records on persons for whom warrants have been issued, persons for whom warrants are expected (temporary wanted records), persons reported missing, persons incarcerated, accident victims, and unidentified persons or bodies. The Persons chapter explains how to enter your department's warrants and missing and unidentified persons, how to maintain those records, and how to search or inquire on the Illinois and national files.
10. Orders of Protection (ORDER) -- This chapter is made up of information about records entered (LEADS only) by county sheriff agencies for persons whom the circuit courts have determined to pose some threat to their families or other individuals and because of this have issued Orders of Protection against those persons, called "respondents".
11. Aliases (ALIAS) -- LEADS permits up to 30 alias names and up to 9 dates of birth to be associated with a Persons record. This chapter explains how to enter and void alias names related to your records in LEADS and NCIC.
12. Add-On Records (ADD) -- LEADS, but not NCIC, allows up to 10 records containing supplementary information to be tied to any record in the Computerized Hot Files. How to enter and cancel an Add-On to your own or some other department's record are explained in this chapter.
13. Criminal Histories (CHRI) -- This chapter completely covers how to obtain criminal history record information (CHRI) from the Illinois and NCIC computerized files (CCH) as well as from other states and local departments nationwide.
14. Appendices (APPX) -- This chapter contains the purge schedule for all records in LEADS.
15. (BLANK)

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INTRODUCTION (1)

I.D. WHAT'S IN THE REFERENCE MANUAL AND WHERE (Continued)

16. Agency/CDC Directory (CDC) -- This chapter lists all LEADS terminals both by CDC and agency name. Also included are all non-terminal agencies which have signed agreements with terminal agencies for LEADS services. Addresses, phone numbers, State Police Districts, and ORI's are listed too.
17. Directed Messages (DIR) -- This chapter explains how to properly construct and send a "directed message" from your terminal to one or more other terminals within Illinois.
18. NLETS -- This chapter gives a description of the National Law Enforcement Telecommunications System and explains how to send directed messages to agencies in other states.
19. Guns (GUN) -- The Stolen and Recovered Gun File is one of the Computerized Hot Files. The Guns chapter explains how to enter information on guns recovered by or reported stolen to your department. Extensive coding tables are provided to assist with record entry and hit interpretation.
20. Articles (ART) -- All stolen property other than vehicles, certain vehicle parts, license plates, guns, boats and securities are entered into the Stolen Articles File. This chapter tells you how to use the Article File for unserialized property as well as for property bearing unique serial numbers.
21. Boats (BOAT) -- This chapter explains how to enter stolen boats into the Stolen Boat File. There is also information on the Illinois Boat Registration/Title File.
22. Securities (SEC) -- The Stolen Securities File includes stolen, embezzled, counterfeited or missing currency (e.g. bills, bank notes), bonds, debentures, notes, stock certificates, warehouse receipts, travelers checks, money orders, etc.
23. Validation (VAL) -- Once a year, each record in the Hot Files must be validated by the entering terminal agency to insure that the record is accurate and should still be active. This chapter explains the validation requirements and suggests procedures for meeting those requirements.
24. Uniform Crime Reports (UCR) -- On-line entry of I-UCR data is provided only for those departments which have the Upgrade CRT terminal. Complete instructions for entry through the CRT screen formats are given. NOTE: This chapter does not explain I-UCR scoring procedures which are found elsewhere.
25. Firearm Owners (FOID) -- Over one million Illinois citizens have been issued Firearm Owner's Identification cards. The FOID File contains the name, address, and physical description of each card holder. How to inquire on the file is explained in the FOID chapter of the Manual.

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INTRODUCTION (1)

I.D. WHAT'S IN THE REFERENCE MANUAL AND WHERE (Continued)

26. Highway Conditions (WX/RD) -- This chapter tells you how to inquire on the road conditions for Illinois and most other states.
27. Liquor Licenses (SALOON) -- There are over 20,000 establishments in Illinois which are licensed to sell alcoholic beverages. Information from the licenses and license applications is available through LEADS by inquiring on a license number, business address, business name or owner's name. All procedures along with sample responses are given in this chapter.
28. LEADS Usage Analysis (STATS) -- Every month, a report is sent to each terminal agency giving a detailed statistical breakdown of that agency's use of LEADS for the previous month. This chapter explains what each statistic in the report means and how it is derived.

Also in this chapter is an explanation of the LEADS Message Log and procedures on how to determine if your agency sent or received a certain message over LEADS.

29. Terminal Equipment (EQUIP) --
30. Regulations/Policy (REGS) -- This is one of the most important chapters of the Manual because it covers all of the policies and regulations which govern the use of LEADS. Violation of these regulations can result in your agency's terminal being temporarily or permanently disconnected.
31. Local Dept. Notes (NOTES) -- This "chapter" contains whatever your department wishes to put there. It is simply intended to be an easily identifiable place to keep any notes that you want to make reference to from time to time. It is also permissible to put notes in any other chapter.
32. Changes -- This "Changes" chapter contains a Modification Register sheet which must be filled in each time a modification is made to the Manual. The Register can be used to determine when the last update (modification) was made and whether or not your Manual is up-to-date.

Also in this chapter should be the instruction sheets that were used to make each Manual modification. A review of these sheets can help you determine if you have the latest version of a particular page.

33. Index -- This is a subject index for the entire Reference Manual, and should be useful for quickly locating specific information.

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INTRODUCTION (1)

I. WHAT YOU SHOULD KNOW ABOUT THIS MANUAL (Continued)

E. SUGGESTED READING PLAN FOR TRAINING PURPOSES

As explained earlier, this Manual was not designed to be read from cover to cover. However, if you are just beginning to learn about LEADS, this Manual can be a valuable self-teaching aid. Here is a suggested sequence for reading the chapters in reasonably logical order:

1. The Basic Foundation

- a. Introduction -- Read the entire chapter.
- b. Regulations/Policy -- Don't begin operating a LEADS terminal until you have thoroughly studied the entire chapter.
- c. Glossary -- Reading the Glossary at this point in your study will expose you to terms which will appear over and over in your reading later on. Even if you don't remember what every term means, you may recall that it is explained in the Glossary.

2. The Most-Used LEADS Services -- Basic Operator Skills

- a. Vehicle Information -- Probably the single, most-used service is checking license plates and vehicles for stolen status and registration information. Three chapters completely cover this -- Vehicle Registrations, Vehicles, and License Plates.
- b. Personal Information -- Checking persons for outstanding warrants and driving records is covered in the Wanted Persons and Drivers chapters which should be read next.
- c. Sending Messages -- Rounding out your basic skills requires that you be able to send and recognize directed messages. These topics are covered in the "Directed Messages" and "NLETS" Chapters.

3. I-UCR Entry -- If you will be entering Uniform Crime Reports on-line (you may be if your department has an Upgrade CRT terminal), read the Uniform Crime Reports chapter now. Otherwise, you may skip this chapter altogether.

4. Lesser Used Hot Files Services -- At this point in your study, you are ready to learn about the remaining Hot Files. (You have already read about License Plates, Vehicles and Persons.) The following chapters may be read in any order, but they are listed here in order from most-likely-to-use to least-likely-to-use:

Validation, Articles, Guns, Add-On Records, Aliases, Boats, and Securities.

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INTRODUCTION (1)

I.E. SUGGESTED READING PLAN FOR TRAINING PURPOSES (Continued)

5. Other Services -- How important the remaining chapters will be to you depends to some extent on policies and practices within your department. In any case, it is suggested that you read them all so you will be ready to handle whatever situation might arise. In addition, your understanding of the services described in these chapters may lead to changes in local policy for the benefit of the entire department. Here is the recommended reading sequence, although any sequence will do:

Criminal Histories, Highway Conditions, Firearm Owners, and Liquor Licenses.

II. HOW YOU CAN MAKE THIS MANUAL BETTER

Since this Manual is modified frequently, there are many opportunities to improve it (and to print errors). You, as a reader and user of the Reference Manual, are in a good position to spot errors and decide what is missing, unclear, confusing, etc. Suggestions are appropriate at any time.

How can you submit your ideas and comments? Three ways:

- Send a directed message to terminal KQC, ATTN REF.MAN.ED.
- Telephone 217/782-4569, 8:30-4:30, Monday-Friday, and talk to the Reference Manual Editor.
- Write to the LEADS Reference Manual Editor, Armory Building, 6th Floor South, Springfield, IL 62706.

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF BIOLOGY

1. The first part of the experiment was designed to determine the effect of temperature on the rate of photosynthesis. The rate was measured by the volume of oxygen gas produced over a period of 10 minutes. The results showed that the rate of photosynthesis increased with temperature up to 30°C, after which it decreased.

2. The second part of the experiment was designed to determine the effect of light intensity on the rate of photosynthesis. The rate was measured by the volume of oxygen gas produced over a period of 10 minutes. The results showed that the rate of photosynthesis increased with light intensity up to a certain point, after which it leveled off.

3. The third part of the experiment was designed to determine the effect of carbon dioxide concentration on the rate of photosynthesis. The rate was measured by the volume of oxygen gas produced over a period of 10 minutes. The results showed that the rate of photosynthesis increased with carbon dioxide concentration up to a certain point, after which it leveled off.

4. The fourth part of the experiment was designed to determine the effect of chlorophyll concentration on the rate of photosynthesis. The rate was measured by the volume of oxygen gas produced over a period of 10 minutes. The results showed that the rate of photosynthesis increased with chlorophyll concentration up to a certain point, after which it leveled off.

5. The fifth part of the experiment was designed to determine the effect of water concentration on the rate of photosynthesis. The rate was measured by the volume of oxygen gas produced over a period of 10 minutes. The results showed that the rate of photosynthesis increased with water concentration up to a certain point, after which it leveled off.

GLOSSARY
(GLOS)

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GLOSSARY (2)

G L O S S A R Y

of

LEADS Terms, Acronyms, Abbreviations and Codes

The definitions given in this Glossary pertain to common usage of the terms as they relate to LEADS, police communications, and criminal justice. Meanings used in other contexts may not be listed.

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*   NOTE: Special character terms appear at the end of the Glossary,
*   following the alphabetical listing.
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*****
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accident victim - Individual involved in an accident and unable to communicate with authorities or relatives; record may be entered for subject in LEADS Missing Person File. See Chapter 9B, Missing Persons.

Active Messages File - A locally maintained, paper file containing a copy of every message entered into the Computerized Hot Files that is still active in the files. Every department which enters records into the CHF must maintain an Active Messages File. See LEADS Regulations & Policies, Section VII, paragraph A.7 on page REGS-20.

active record - Any record in the LEADS or NCIC Hot Files which has not been cancelled or voided. To be a valid active record, the Originating Authority must have appropriate supporting documentation in a case file.

ADD - Field Code for Business Address. See Chapter 27, Liquor Licenses.

Add-On - A special kind of LEADS record (NCIC not included) which provides for additional miscellaneous information to be "tied" to any CHF master record. An Add-On may be added to another department's master record as well as to your own. Up to 10 Add-On records may be entered for any master record. When an inquiry hits a master record, all of the related Add-On records are printed out as well.

ADDR - Field Code for Address found in Directed Message Format. See Chapter 17, Directed Messages.

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GLOSSARY (2)

ADI - Field Code for Add-On Information. See Chapter 12, Add-On Records.

ADM - Standard abbreviation for Administration.

Administration of Criminal Justice - Performance of any of the following activities: detection, apprehension, detention, pre-trial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The definition also encompasses criminal identification activities and the collection, storage, and dissemination of Criminal History Record Information.

administrative message - See directed message.

ADMQ - This is the administrative inquiry key used to retrieve information pertaining to an agency's CDC, ORI, ORA, and location. See Chapter 17, Directed Messages.

ADN - Field Code for Add-On Number. See Chapter 12, Add-On Records.

ADR - Field Code for Street Address or Post Office Box. See Chapter 13, Criminal History Record Information.

ADV - Abbreviation for Advise.

AFIS - Acronym for Automated Fingerprint Identification System. Scientific analytical system for processing fingerprints, both rolled prints (10-prints) and latent prints (taken at the scene of a crime). Capable of scanning and matching thousands of fingerprints within seconds.

AGE - Field Code for a Subject's Age. AGE is a two-digit, numeric field where age is expressed in whole years. When entering a Wanted or Missing Person record, the subject's age at the time of entry is used. In a response, AGE will be current age as computed from date of birth. But, if DOB was not entered, AGE in the response will be the same as was entered, regardless of how long the record has been on file.

agency identifier - A nine-character code, commonly referred to as an ORI, which identifies a specific criminal justice agency. For example, the agency identifier for the Illinois State Police, Springfield, is IL0849600. The first seven characters are assigned by the NCIC and usually represent state, county, and agency. The last two characters, if not 00, are assigned by the LEADS Staff to distinguish between different terminal devices when there are more than one in the same agency. Also, see ORI.

AIS - Abbreviation for Automated Identification System. This system, which is maintained by the FBI, contains the complete records (arrest, disposition, and custody/supervision data) of all offenders reported to the FBI with a year of birth of 1956 or later, or arrested for the first time and reported to the FBI since July, 1974, regardless of year of birth (some records are also maintained on first offenders from 1973, and early 1974, as well as selected manual records that have been converted to the automated system).

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GLOSSARY (2)

AKA - Field Code for Alias Name. AKA generally means Also Known As.

alias name cross-match - A type of match which occurs when a hit does not contain a name in the master record or any alias names that are an exact match or reasonably close match to the inquiry identifiers; however, a combination of the last name, first name, middle name and/or initials of more than one alias are an exact match or reasonably close match to the inquiry identifiers.

alpha - Term used when referring to letters of the alphabet (A through Z) as opposed to numbers.

AM - Abbreviation used by NLETS for Administrative Message.

Annual Audit - An examination of state and local agency records which is intended to insure compliance with provisions of the regulations and the quality of Criminal History Record Information utilized by the Criminal Justice System. It must entail examination of specific records at the repository level to be traced through internal update procedures back through field input processing to terminate at the source of the document.

APB - 1. Abbreviation for LEADS Advisory Policy Board. See LEADS APB.
2. Standard abbreviation for All Points Bulletin.

APCO - Acronym for Associated Public Safety Communications Officers, a national organization to which many LEADS operators belong.

APORTND - Recommended abbreviation for Apportioned License Plate. See apportioned.

APPL NAME - Abbreviation for Applicant Name. See Chapter 27, Liquor Licenses.

apportioned - A type of license plate which is issued to commercial vehicles operating in more than one state. The state that issues the plate collects all fees. Then, the issuing state apportions the fees to the other states in which the vehicle has been licensed to operate.

ARM-DANG - Abbreviation for Armed and/or Dangerous.

arrest jacket - See jacket.

ASAP - Standard abbreviation for As Soon As Possible.

ATF - Abbreviation for Alcohol, Tobacco, and Firearms.

ATL - Standard abbreviation for Attempt To Locate. May be used in directed messages when attempting to locate travellers in emergency situations. ATL may not be used with reference to the subject of a warrant, stolen property or a stolen vehicle.

ATN - Field Code for Attention. See Chapter 13, Criminal History Record Information.

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ATTN - Standard abbreviation for Attention.

Audit Trail - A provision intended to facilitate tracing of specific data elements back to the source document.

AUTH - Standard abbreviation for Authority.

AWOL - Acronym for Absent Without Leave.

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B of I - Abbreviation for the Bureau of Identification. The Bureau is a part of the Division of Forensic Services & Identification and is responsible for the collection, preservation, and dissemination of criminal history record information; the administration of the Illinois Uniform Crime Reporting Program (I-UCR); and the administration of the Firearm Owner's Identification Act (FOID).

baud - Term meaning "bits per second" as used in telecommunications to describe the rate at which data bits are transmitted. The Honeywell and personal computer terminals operate on 2400-baud lines which means that twenty-four hundred bits of data are transmitted every second. A single character requires eight bits which means that the line is handling three hundred characters per second.

BBL - Abbreviation for Barrel Length. See Chapter 19, Stolen/Recovered Guns.

BCI - Field Code for Bureau of Criminal Identification Number. (Same as SID Number.) See Chapter 13, Criminal History Record Information; Chapter 9A, Wanted Persons; and 9B, Missing Persons.

BCO - Field Code for Boat Color. See Chapter 21, Stolen Boats.

bell - This refers to an audible signal which can be inserted in a directed message to get the attention of the receiving operator.

BHN - Field Code for Boat Hull Number or Hull Identification Number (HIN). See Chapter 21, Stolen Boats.

BLD - Abbreviation for Build or Building.

BLE - Field Code for Boat Overall Length. See Chapter 21, Stolen Boats.

BLT - Field Code for Blood Type/Rh Factor. See Chapter 9B, Missing Persons and 9C, Unidentified Persons.

BMA - Field Code for Boat Make/Manufacturer. See Chapter 21, Stolen Boats.

BMO - Field Code for Boat Model. See Chapter 21, Stolen Boats.

BMV - Abbreviation for Bureau of Motor Vehicle. In many states, vehicle titling and registration functions are handled by a Bureau of Motor Vehicles. In Illinois, these functions are handled by the Secretary Of State.

BNM - Field Code for Boat's Owner-Applied Name. See Chapter 21, Stolen Boats.

Board - Generally refers to the LEADS Advisory Policy Board. See LEADS APB.

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- BOLO - Acronym for Be On the Lookout. Although you may occasionally see this in messages from other states asking departments to be on the lookout for a specific individual and/or vehicle, it is not to be used by LEADS terminal agencies.
- BPS - Field Code for Body Parts Status. See Chapter 9C, Unidentified Persons.
- BRA - Field Code for Brand name. See Chapter 20, Stolen Articles.
- broadcast - Refers to the process of sending a message to multiple terminal agencies in a single operation. A terminal operator can broadcast a directed message by using multiple CDC's, a broadcast key, or some combination of the two. The terminal operator may also send a broadcast message to multiple out-of-state agencies.
- Broadcast Key - Three-character or four-character code used in the same manner as a CDC to cause a message to be sent to more than one agency.
- broadcast list - Also referred to as a "broadcast table", this is any specific list of terminal CDC's which will receive a message sent to one particular Broadcast Key. For example, the broadcast list for Broadcast Key "L01" includes all of the LEADS terminal departments located within Illinois State Police District One.
- Broadcasting, Selective County - The capability that each agency has in choosing the counties from which the agency wishes to receive notice of 1) Vehicle records indicating the theft occurred within two days of entry and all felony vehicle records, 2) all Wanted Person records with serious offense codes, and 3) all categories of Missing Person records.
- BTY - Field Code for Boat Type. See Chapter 21, Stolen Boats.
- bug - Term commonly used to describe a problem or mistake in a computer program. To say that a computer program has a "bug" is to say that the program is not working properly. A bug may affect only one small part of a program or it may prevent the programming from working at all.
- BUL - Abbreviation for the on-line, daily Bulletin Board Message. See "Daily Bulletin Board" in this Glossary or inquire by keying "LHR.BUL".
- bus back or bust back - A procedure for testing a terminal modem and communications line. See Chapter 29, Terminal Equipment.
- BXR - Field Code for Body X-Rays Available. See Chapter 9B, Missing Persons and 9C, Unidentified Persons.
- BYR - Field Code for Boat Model Year. See Chapter 21, Stolen Boats.
- byte - Data processing term for a single position or character.

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CAD - Acronym for Computer Aided Dispatch. This is a computer system designed to aid telecommunicators in routine operations by providing rapid access to operational and historical data to support both dispatching and operational analysis.

CAL - Field Code for Caliber of a gun. See Chapter 19, Stolen/Recovered Guns.

Canadian Warrant - See Foreign Fugitive File.

cancel - 1. Removal of a record from the Computerized Hot Files at such time as the record is no longer active. A record is normally cancelled when the property or vehicle is recovered, or when the person is apprehended. Cancelling should not be confused with voiding which is done when the record is entered incorrectly or entered by mistake. Cancelling a record implies that the record has served its purpose in the file and is no longer associated with an active case.

2. When referring to a CCH record, data is cancelled because it was found to be incomplete or inaccurate. Data is cancelled from CCH for reasons other than a Court Order. Data removed from CCH by a Court Order is said to have been purged or expunged.

Cancelled Records File - A hard copy, paper file which must be maintained by every LEADS terminal agency. The Cancelled Records File must contain a copy of every cancelled LEADS record that was entered and cancelled by your department. The file is required in the LEADS Regulations. See the chapter on LEADS Regulations and Policies, Section VII, paragraph A.8. on page REGS-20.

CAPT - Standard abbreviation for Captain.

carriage return - The process which allows the printing element on a terminal printer or typewriter to move from the point where it finishes printing at the right end of a line back to the left margin of the paper. Carriage Return is frequently abbreviated CR or (CR).

caution indicator - Any indication in a Hot Files record which is intended to recommend caution. When certain Hot Files records are initially entered, a suffix code added to the message key will cause a caution indicator to be stored in the record. See the Message Key table for whichever Hot File is of interest.

CCH - Abbreviation for Computerized Criminal Histories. See Chapter 13, Criminal History Record Information.

CCN - Field Code for Court Case Number. See Chapter 10, Orders of Protection.

CCV NAME - Name of the City, County, or Village which issued a local liquor license. CCV NAME is found in responses to inquiries on the SALOON File.

CDA - Field Code for Manner and Cause of Death. See Chapter 9C, Unidentified Persons.

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CDC - Abbreviation for Call Directing Code. A CDC is a three-character code which uniquely identifies a LEADS terminal. The first character of a CDC generally, but not always, identifies the kind of terminal device. The second and third characters generally, but not always, uniquely identify the department which has been assigned that CDC.

Certificate of Origin - The vehicle manufacturer's statement of origin. Often compared to a birth certificate, the Certificate of Origin travels with the vehicle from the manufacturer to the dealership. At the point of sale, the Certificate of Origin is necessary to obtain a Certificate of Title.

Certificate of Title - A certificate that documents "proof of ownership".

CGD - Field Code for Coast Guard Document Number. See Chapter 21, Stolen Boats.

character - A single letter, number, punctuation mark, or symbol. A character will take one position in a format, one position on a CRT screen, one position on a print line, or one position on a punched paper tape.

CHF - Abbreviation for Computerized Hot Files. The Computerized Hot Files are the LEADS and NCIC files into which law enforcement agencies enter their records. The following is a complete list of all Computerized Hot Files:

- Stolen Articles, Serialized
- Stolen Articles, Unserialized (LEADS only)
- Stolen Boats
- Stolen and Recovered Guns
- Stolen and Missing License Plates
- Persons -- Wanted, Missing, Unidentified (NCIC only), Accident Victims (LEADS only), and Incarcerated (LEADS only)
- Orders of Protection (LEADS only)
- Stolen Securities
- Vehicles -- Stolen, Stolen Parts, Felony-Related, and Towed or Impounded (LEADS only)

CHRI - Acronym for Criminal History Record Information.

circuit - When used with reference to LEADS, a circuit is the communications line which connects one or more terminals to the LEADS computer in Springfield. Most LEADS circuits are multi-drop which means that two or more terminals share the same line.

CIR Number - Chicago Police Department's Identification Record Number. CIR numbers are used solely by the Chicago Police Department to index the identification records of individuals on whom positive identification has been made. The CIR number serves the same purpose for the Chicago Police Department that the SID number serves at the state level. The Chicago Police Department includes a CIR number in every Wanted Person record which it enters into the Hot Files.

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- CIS - Field Code for City and State. See Chapter 13, Criminal History Record Information.
- CIT - Field Code for City. Used in inquiries against the SALOON File.
- CKT - The CDC of the LEADS terminal located at the Bureau of Identification, Records and Identification Section in Joliet. All CQIL messages for the Records and Identification Section should be directed to CKT.
- clear - 1. Term used by NCIC and some other states meaning the same as "cancel" in LEADS terminology. See cancel.
2. Sometimes used to mean "NO RECORD" - verbal response to a Hot File inquiry.
- CO - Standard abbreviation for County.
- code - 1. To code means to convert normal information into corresponding codes. For example, when entering a stolen Chevrolet Corvette, the make and model are coded VMA/CHEV and VMO/CVT.
2. A code is a specific group of letters and/or numbers which have been designated to represent certain information. In the above example, CHEV and CVT are codes representing Chevrolet and Corvette, respectively.
- coded messages - Generally refers to reject or system status messages such as NIC1 NCIC SLOW which begin with a four- or five-character code. The codes consist of three alpha characters followed by one or two digits. In addition to reject messages, coded messages can include general information and system status reports.
- COL - Abbreviation for Column or Colonel.
- COMM - Abbreviation for Communications or Commander.
- Command Center - The central headquarters for the ISP located in the Armory Bldg., Springfield, also known as the Illinois NLETS Control Point. When used in a communications context, it refers to the Communications Center.
- COMP - Abbreviation for Complexion.
- Computerized Hot Files - See CHF.
- Computer Operations - The area in the Information Services Bureau that houses the LEADS computer hardware, which consists of the processor units, operator consoles, input and output devices, and auxiliary storage devices.
- Control Point - A designated agency or communications center possessing operational control of a network, e.g., ISPERN Control Point or NLETS Control Point.

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GLOSSARY (2)

County Broadcast - See Broadcasting, Selective County.

Court Order of Protection - See Orders of Protection.

CPL - Standard abbreviation for Corporal.

CPU - Abbreviation for Central Processing Unit. This is the main section of a digital computer where processing of data is done.

CR - Abbreviation for Carriage Return.

CRC - Field Code for Circumcision. See Chapter 9B, Missing Persons, and 9C, Unidentified Persons.

Criminal History Record Information - Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom; i.e., sentencing, correctional supervision, and release.

Criminal History Record Information User's Agreement - Document which Criminal Justice Agencies must complete and file with the Illinois State Police. The Agreement outlines the rules and procedures which are required by federal regulation to ensure the proper handling of CHRI. See Chapter 13, Criminal History Record Information.

criminal justice agency - Any government agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice.

criminal justice community - Refers collectively to the personnel and functions of law enforcement, the courts, State's Attorneys, corrections, parole, and probation.

CRT - Among LEADS users, CRT usually refers to the kind of LEADS terminal which has a TV-like screen and a separate printer. In general, CRT stands for "cathode ray tube" which is the technical name for any television picture tube.

CTY - Field Code for County used in SALOON inquiries and responses. The county referred to is the county where the liquor establishment is located.

cue - See queue.

cursor - A small square of light which flashes on the Upgrade CRT Terminal screen to show the operator where the next character that is keyed will appear on the screen.

CWBS - Abbreviation for phrase "Complaint Will Be Signed".

CXL - Abbreviation for Cancel.

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Daily Bulletin Board - Popularly known as BUL, this is a series of on-line messages which can be called to your LEADS terminal by keying "LHR.MMDD." (MM = month, DD = day). Each day, Monday through Friday except holidays, the LEADS Staff enters a message into the bulletin board file. LEADS user agencies are held responsible for knowledge of the contents of the daily bulletin board.

DANG - Abbreviation for the word Dangerous. DANG is generally found in the first or second line of a Hot Files record when the originating authority believed that the subject of the record might be armed and/or dangerous.

DARE - Acronym for Drug Abuse Resistance Education.

data processing - The storing and/or processing of data by computers.

DBA - Field Code for the Doing Business As field as seen in SALOON File responses. This field will contain the name of the business which has been issued the license.

DBF - Field Code for Date Body Found. See Chapter 9C, Unidentified Persons.

DCH - Field Code for Dental Characteristics. See Chapter 9B, Missing Persons Supplemental Dental Record and Chapter 9C, Unidentified Persons Supplemental Dental Record.

DCI - Abbreviation for the Illinois State Police's Division of Criminal Investigation.

dedicated line - A communications line which connects only one computer or terminal to LEADS.

delinquent disposition - Term applied to situations in which an arrest has been effected, one (1) year or more has elapsed since the date of that arrest, and the Department has received no notification of the disposition(s) or charges filed arising from that arrest.

DEN - Field Code for Denomination. See Chapter 22, Stolen Securities.

DEPT - Abbreviation for Department.

DEP - Abbreviation for Deputy.

DESC - Abbreviation for Description.

DET - Abbreviation for Detective.

DETN - Disposition Code used in a locate message on a Missing Person record to indicate the subject is being detained or arrangements are being made to return the subject to the proper authorities.

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digit - Refers to the arabic numerals zero through nine.

diminutive match - A type of match which occurs when the formal name in an inquiry matches the diminutive in the response or vice versa.

diminutive names - Names which may be shortened or abbreviated (e.g., Ed for Edward), or which may be altered (e.g., Tony for Anthony) in both inquiries and in wanted and missing person or alias name entries.

DIR - Abbreviation for Director.

directed message - This is any free-form or formatted message which is sent from one terminal to one or more other terminals within and/or outside of Illinois.

DIS - Field Code for Disposition. This field is found only in LEADS Hot Files records (not NCIC) and is no longer used.

DISP - Abbreviation for Disposition.

disposition - The formal conclusion of each stage of a case as it moves from arrest through the Criminal Justice System. The term includes police dispositions, such as decisions not to refer for prosecution; prosecutor dispositions, such as election not to commence criminal proceedings or to indefinitely postpone them; court dispositions, such as convictions, dismissals, acquittals and sentences; corrections dispositions, such as paroles or releases from supervision; and such other dispositions as pardons or executive clemency or appellate court decisions reversing or modifying earlier dispositions.

disseminate - To inform; to advise; to release information.

dissemination logs - Records of CHRI transactions in disseminating data between agencies in the system, such that accountability can be maintained over the full cycle of collection, storage, and dissemination of Criminal History Record Information. Logging is required for the support of the audit process and also as a means of correcting erroneous disseminations.

dissemination, primary - The receiving of CHRI from a central repository, such as the NCIC, the B of I, LEADS, or another state's central repository. This is not limited to information that is stored in a computer; it may be CHRI in the form of a transcript. This information makes up the Primary Dissemination Log.

dissemination, secondary - See secondary dissemination.

DL - Standard abbreviation for Driver's License.

DLC - Field Code for Date of Last Contact. See Chapter 9B, Missing Persons.

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- DLN - Field Code for Driver's License Number.
- DLS - Field Code for Driver's License State or country which refers to the jurisdiction that issued a particular driver's license.
- DLU - Field Code for Date of Last Update found in CCH records.
- DLY - Field Code for Drivers License Year of Expiration.
- DMV - Abbreviation for Department of Motor Vehicles.
- DOA - Field Code for Date of Arrest found in CCH records.
- DOB - Field Code for Date Of Birth.
- DOE - Field Code for Date Of Emancipation. This is used only in the Missing Persons File to indicate the date that a missing juvenile subject reaches the legal age of an adult according to the state of residency. For Illinois residents, the DOE normally falls on the subject's 18th birthday.
- dollar sign message - A special group of messages generated by the NCIC computer which begin with "\$." followed by an alpha/numeric code. The LEADS computer automatically recognizes the \$ and takes appropriate action based on the numerical code.
- DOC - Abbreviation for Department of Conservation and Department of Corrections.
- DOT - Field Code for Date Of Theft.
- DOW - Field Code for Date Of Warrant. See Chapter 9A, Wanted Persons.
- down or downtime - "down" means not operating, not available, out-of-service, or out-of-order. This may be used to refer to your LEADS terminal, the LEADS computer, or one of the LEADS services such as NCIC, FOID, NLETS, etc.
- "Downtime" refers to the amount of time that something is down.
- DPS - Abbreviation for Department of Public Safety. (May be found in out-of-state messages.)
- DPT - Field Code for Department or Agency Name. See Chapter 13, Criminal History Record Information.
- DQ - Refers to an out-of-state Driver's License Query. DQ is an NLETS message key which you may see mentioned in messages from other states, but it is not used by Illinois operators.

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- DR - Refers to a Driver's License Response. DR is an NLETS term which you may see in messages from other states, but it is not generally used in Illinois. A DR is the same as a response to a 10-27.
- DRE - Field Code for Dentist's Remarks. See Chapter 9B, Missing Persons Supplemental Dental Record and 9C, Unidentified Persons Supplemental Dental Records.
- DTE - Field Code for Date of Entry which is the date that a Computerized Hot File record was entered into the file.
- DUI - Abbreviation for Driving Under the Influence of alcohol or drugs.
- DUP - Common abbreviation for Duplicate. Used in the Illinois 10-27 response to indicate that a duplicate drivers license was issued.
- DWI - Abbreviation for Driving While Intoxicated or Driving While under the Influence of alcohol.
- DXR - Field Code for Dental X-Rays available. See Chapter 9B, Missing Persons Supplemental Dental Record and Chapter 9C, Unidentified Persons Supplemental Dental Record.

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GLOSSARY (2)

edit - This refers to a computer program which determines that submitted data meets all of the prescribed rules.

EDD - Field Code for Estimated Date of Death. See Chapter 9C, Unidentified Persons.

EHP - Field Code for Engine Horsepower. See Chapter 21, Stolen Boats.

EMA - Field Code for Engine Make/Manufacturer See Chapter 21, Stolen Boats..

emancipation - The date on which the juvenile will reach legal age as determined by the laws in the juvenile's state of residence. "Legal Age" refers to the age when parental or guardian rights and responsibilities are technically terminated.

ENGR - When used in the Miscellaneous Field of a Gun File record, this is the abbreviation for a decoratively engraved and/or inlaid gun.

ENRT - Abbreviation for Enroute.

ENT - Field Code for Entering Terminal CDC. This field is used in the Hot Files to designate the terminal that entered a particular record.

enter - In this Manual, "enter" will refer to the process of putting a new record into a file. Keying data into a terminal for the purpose of running an inquiry will not be referred to as an enter or as entering data.

EPIC - Acronym for El Paso Intelligence Center. EPIC is a data and communications center operated by the Drug Enforcement Administration of the U.S. Department of Justice. The center specializes in information regarding narcotics trafficking, illegal aliens, and alien smugglers.

ER - This is an abbreviation used by NLETS to denote an error message. ER is not a standard abbreviation for LEADS.

ERR - Standard LEADS abbreviation for the word Error.

ESN - Field Code for Engine Serial Number. See Chapter 21, Stolen Boats.

ETA - Standard abbreviation for Estimated Time of Arrival.

exact match - A type of match which occurs when the inquiry identifiers and the corresponding fields in the hit response are identical.

EXP - 1. Field Code for Operator's (Driver's) License Expiration Date. This field appears in all Illinois SOS 10-27 response messages except a Driver Control response. It may also appear in 10-27 responses from other states.

- 2. Also Field Code for Expiration Date. See Chapter 10, Orders of Protection.

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expunge - To remove data from the CCH data base pursuant to an Expungement Order issued by a court.

EXTR - Abbreviation for Extradition or Extradite.

extradition - The surrender of an alleged criminal by one authority to another authority having jurisdiction to try the charge. For NCIC purposes with regard to a Wanted Person Record, extradition is the surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other. A Wanted Person Record may not be entered into NCIC unless the originating authority expects to extradite the subject if apprehended in another state.

EYB - Field Code for Estimated Year of Birth. See Chapter 9C, Unidentified Persons.

EYE - Field Code for Eye Color as used in the Hot Files and CCH responses.

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GLOSSARY (2)

F - Standard abbreviation for female.

fax - See Policefax System.

FBI - 1. Standard abbreviation for Federal Bureau of Investigation.

2. Field Code for FBI Number. See Chapter 9A, Wanted Persons or Chapter 13, Criminal History Record Information.

FBI Rap Sheet - Information maintained by the Federal Bureau of Investigation on a subject who has been assigned an FBI Number, that is, has been arrested for a federal offense.

FEL - When found in the first or second line of a Vehicle File record, FEL means that the record pertains to a felony vehicle. See felony vehicle.

felony - A criminal offense punishable by death or imprisonment for a term exceeding one year according to Federal Statutes. Also, those criminal offenses designated felonies under state laws.

felony vehicle - A vehicle believed to have been used in the commission of a felony. Felony vehicles of unknown whereabouts may be entered into the Hot Files Vehicle File.

FF - Abbreviation for Forms Feed. The forms feed character causes the paper in the printer of the receiving terminal to feed up to a new sheet or form if the terminal is so equipped.

FFF - Abbreviation for Foreign Fugitive File. See Chapter 9A, Wanted Persons.

FID - Field Code for Firearm Owners Identification Number. This is a unique number assigned to the holder of a firearm owners identification card.

field - An assigned area in a record or message reserved for a specific type of data.

Field Advisor - An employee of the Illinois State Police Communications Bureau whose full-time responsibility is to provide training and assistance to state and local criminal justice agencies relative to law enforcement telecommunications. Such training includes the subjects of LEADS terminal operation; Hot Files record interpretation, entry, and maintenance; use of the LEADS Reference Manuals; and radio communications procedures.

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Field Analyst - An employee of the Illinois State Police, Division of Forensic Services and Identification whose full-time responsibility is to provide training and assistance to local departments on the subjects of I-UCR scoring, record keeping, and handling of criminal history record information (CHRI).

Field Code - A three-letter code used to identify a field in a message or record and is not data to be put into that field.

file - As most commonly used in this Manual, a file is a collection of related records which are available through the LEADS computer.

file maintenance - This is any transaction or message which changes the contents of a file and includes entering, modifying, cancelling, locating, voiding, and purging.

FIN - Field Code for Finish. See Chapter 19, Stolen/Recovered Guns.

flag - 1. To "flag" a Hot Files record means to Locate the record. (See Locate.)

2. In general, a flag is any symbol, code, or device used to call attention to a record, message, data field, etc.

FLD - Abbreviation for the word Field as defined in this glossary.

FOID (FOI) - Acronym for Firearm Owner Identification.

format - 1. A screen format is a series of field identifiers and blanks which appear on the CRT terminal screen to guide the operator in the construction of a particular message.

2. A predetermined arrangement of characters, fields, lines, and punctuation marks pertaining to both input messages and responses. "Format" can also refer to the general layout of a message.

FPA - Field Code for Footprints Available. See Chapter 9B, Missing Persons and Chapter 9C, Unidentified Persons.

FPC - Field Code for Fingerprint Classification. See Chapter 9A, Wanted Persons, 9B, Missing Persons and 9C, Unidentified Persons and Chapter 13, Criminal History Record Information.

free-form - The process of constructing a message without the aid of a screen format.

function keys - Special keys on the computer keyboard each of which performs a special task in operating the terminal.

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GLOSSARY (2)

HAI - Field Code for Hair Color.

hard copy - The printed, paper output of a LEADS terminal.

hardware - Any piece of equipment which is used for processing, storing, or transmitting data.

Hazardous Material File - File maintained by NLETS containing information on emergency actions to be taken, health hazards, fire or explosion dangers, spill or leak actions, and first aid treatment with regard to hazardous materials. To access file, inquire LHR.HAZMAT.

HGT - Field Code for Height.

hit - A positive response message to an inquiry giving a record from the Computerized Hot Files (LEADS or NCIC) which is identical to some or all of the identifiers submitted in the inquiry. Responses from files other than the CHF are not normally referred to as "hits". See Chapter 4, Hit Procedures.

Hit File - A file of hard copy printouts of all Hot Files hit messages which have been confirmed and which have been processed. See Chapter 4, Hit Procedures.

hit interpretation - Refer to Chapter 4, Hit Procedures.

Hot Files - See CHF.

HP - Abbreviation for Highway Patrol.

HPT - Field Code for Boat Home Port. See Chapter 21, Stolen Boats.

HQ - 1. NLETS message key code for a highway conditions/weather inquiry. This message key is not used by LEADS terminals, but you may see it referred to in NLETS messages from other states. The equivalent LEADS message key is LQX.

2. Abbreviation for Headquarters.

HR - This is the NLETS code for a highway conditions/weather response message to an HQ. HR is not a common LEADS term, but may appear in NLETS messages from other states.

HSP - Field Code for Boat Hull Shape. See Chapter 21, Stolen Boats.

HUL - Field code for Outer Hull Material. See Chapter 21, Stolen Boats.

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GLOSSARY (2)

ID - Standard abbreviation for Identification.

identifier - Any number or code which serves to identify an object or person and which can be entered into the Hot Files.

III - Abbreviation for Interstate Identification Index which is an automated system maintained by NCIC to provide for the interstate exchange of criminal history record information.

IMMED - Abbreviation for Immediately.

Information Services, Bureau of - The organizational unit within the Illinois State Police that is responsible for LEADS.

INQ - Abbreviation for Inquiry.

inquiry - This is any message originating from a terminal which causes computer files to be searched automatically by the computer.

INSC - Abbreviation for Inscription data on guns.

INSPR - Abbreviation for Inspector.

interface - The connection of two or more computers by a communications line.

INTERPOL - Acronym for International Criminal Police Organization. See Chapter 9A, Wanted Persons and Chapter 18, NLETS.

interstate - In communications, an NLETS Directed Message from a LEADS terminal agency to an out-of-state agency. (Between states.)

intrastate - In communications, a LEADS Directed Message from one LEADS terminal agency to another LEADS terminal agency. (Within the state.)

invalid hit - A hit that contains identifiers that are neither an exact match nor a reasonably close match to the identifiers used in the inquiry. An invalid hit should not be disseminated to the inquiring source and does not establish reasonable grounds to detain the subject. Refer to Chapter 4, Hit Procedures.

inverted match - A type of match which occurs when the first name, and/or initials of the hit response are in reverse order when compared to the inquiry. Refer to Chapter 4, Hit Procedures.

I-SEARCH - Acronym for Illinois State Enforcement Agencies to Recover Children. Established through the Intergovernmental Missing Child Recovery Act of 1984 (P.A. 83-1354). For more information, contact: I-SEARCH, 200 Armory Building, Springfield, IL 62706.

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GLOSSARY (2)

ISP - Abbreviation for Illinois State Police.

ISS - 1. Field Code for Issuer. See Chapter 22, Stolen Securities.

2. Field Code for the Date of Issue when found in a driver's license message (10-27 response) from the Illinois Secretary of State.

3. Field Code for Issue Date. See Chapter 10, Orders of Protection.

I-UCR - Abbreviation for Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the State. See Chapter 24 of this Manual.

IVC - Abbreviation for Illinois Vehicle Code. The IVC is Chapter 95 1/2 of the Illinois Revised Statutes.

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GLOSSARY (2)

jacket - A hard copy file containing a complete collection of all known criminal Arrest Cards, Dispositions, Custodial Supervision, and other pertinent documents on an individual. In Illinois, criminal history jackets are maintained at the Bureau of Identification in Joliet.

JDP - Abbreviation for Judicial Driving Permit.

JOF - Abbreviation for Juvenile Offender File. See below.

John or Jane Doe Warrant - A Wanted Person record entered on an unknown subject who is believed to have committed murder and may be using the victim's identification. The identifiers used in the record are actually those of the victim.

jump - A feature available on the many terminal keyboards which allows for direct movement of the cursor from any position directly to a pre-determined point on the screen.

Juvenile Offender File - NCIC's file of records on juvenile offenders. Inquiries into LEADS/NCIC Wanted and Missing Person Files may produce a Juvenile Offender record response. See Chapter 9A, Wanted Persons.

JWL - Field Code for Jewelry Description. See Chapter 9B, Missing Persons and 9C, Unidentified Persons.

JWT - Field Code for Jewelry Type. See Chapter 9B, Missing Persons and 9C, Unidentified Persons.

KQC - The CDC of the terminal which is directly available to the LEADS User Services and the BUL Editor.

1. The first part of the paper is devoted to a general discussion of the problem.

2. The second part is devoted to a detailed analysis of the results.

3. The third part is devoted to a discussion of the conclusions.

4. The fourth part is devoted to a discussion of the future work.

5. The fifth part is devoted to a discussion of the references.

6. The sixth part is devoted to a discussion of the appendix.

7. The seventh part is devoted to a discussion of the bibliography.

8. The eighth part is devoted to a discussion of the index.

9. The ninth part is devoted to a discussion of the table of contents.

10. The tenth part is devoted to a discussion of the list of figures.

11. The eleventh part is devoted to a discussion of the list of tables.

12. The twelfth part is devoted to a discussion of the list of references.

13. The thirteenth part is devoted to a discussion of the list of figures.

14. The fourteenth part is devoted to a discussion of the list of tables.

15. The fifteenth part is devoted to a discussion of the list of references.

16. The sixteenth part is devoted to a discussion of the list of figures.

17. The seventeenth part is devoted to a discussion of the list of tables.

18. The eighteenth part is devoted to a discussion of the list of references.

19. The nineteenth part is devoted to a discussion of the list of figures.

20. The twentieth part is devoted to a discussion of the list of tables.

21. The twenty-first part is devoted to a discussion of the list of references.

22. The twenty-second part is devoted to a discussion of the list of figures.

23. The twenty-third part is devoted to a discussion of the list of tables.

24. The twenty-fourth part is devoted to a discussion of the list of references.

25. The twenty-fifth part is devoted to a discussion of the list of figures.

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LDS - Field Code for LEADS Record Index Number or "LEADS number". This is an eight-digit number which is automatically assigned by the LEADS computer to uniquely identify a record in the Computerized Hot Files. The first character is a letter which identifies the particular file which houses the record. See list below. The second and third positions represent the last two digits of the year in which that record was entered into CHF. The remaining five digits are a sequential number. At the time of entry of a record, the sequential number indicates how many records have been entered into that file so far during that year. For example, a record with an LDS of V8700095 is the 95th record to be entered into the Vehicle File in 1987.

LEADS File Identifiers (First character of LDS)

A = Article	S = Security
B = Boat	V = Vehicle
G = Gun	W = Wanted Persons
L = License Plate	M = Missing Persons
	C = Orders of Protection

LEADS - Acronym for Law Enforcement Agencies Data System.

LEADS Administrator - An employee of the Illinois State Police (ISP) who is appointed by the Director of ISP to administer LEADS. The LEADS Administrator also serves as the chairperson of the LEADS Advisory Policy Board.

LEADS Advisory Policy Board - See LEADS APB.

LEADS APB - Refers to the LEADS Advisory Policy Board which is appointed by the Director of the Illinois State Police to advise him on policy matters related to the system. Details on the APB may be found in Section II of Chapter 30 - LEADS Regulations and Policies.

LEADS Supervisor - A LEADS terminal agency employee who coordinates the agency's LEADS operation and acts as liaison with Illinois State Police personnel on routine, LEADS-related matters.

LEADS terminal agency - Refers to any department which has any computer or terminal device which is connected to LEADS.

LEADS User Services - A unit within Illinois State Police's Information Services Bureau which is responsible for monitoring the quality of Hot File records. User Services operates terminal KQC.

liability - The quality or state of being liable; obligated according to law; responsible.

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LIC - 1. Field Code for License Plate or Registration Number.

2. Field Code for Liquor License Number as used in SALOON inquiry and response messages.

lien - A type of mortgage on property indicating that legal ownership remains with the lender until the mortgage or fee has been paid.

LIM - Field Code for License Month of Expiration.

line - 1. Refers to the telephone company's connection between a LEADS terminal and the LEADS computer in Springfield. The "line" between a terminal and the LEADS computer may be a combination of wires and microwave links.

2. Refers to a line of print on a terminal printout or to a line of characters on a CRT screen.

LIS - Field Code for License Plate State or Country.

LIT - Field Code for License Plate Type.

LIY - Field Code for License Plate Year of Expiration.

locate - The procedure by which a recovering or apprehending agency "flags" the Hot File record of another department to indicate that the department doing the locating has recovered the property or apprehended the subject of the record. The locate procedure is done only after confirmation has been received from the ORA.

LOCP - Abbreviation for LEADS Operator Certification Program.

log tape - A magnetic computer tape file which contains a copy of every message sent to and from the LEADS computer. The log tape is used to verify that messages were sent, and it provides the basis for the monthly LEADS Usage Analysis Report.

LT - Abbreviation for Lieutenant.

LUUU - Broadcast Key for all LEADS terminals located in police departments and sheriffs' offices. Some usage restrictions apply; see Chapter 30, page REGS-26.

LYD - CDC of the terminal located in the LEADS Computer Room, which is manned at all times.

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GLOSSARY (2)

M - Standard abbreviation for Male.

M/ Field - Multi-purpose field found in various files.

MAK - Field Code for Make of Gun. See Chapter 19, Stolen/Recovered Guns.

MAL - Field Code for Medical Examiner/Coroner Locality. See Chapter 9C, Unidentified Persons.

MAN - Field Code for Medical Examiner/Coroner Agency Name and Case Number. See Chapter 9C, Unidentified Persons.

manual look-up - The procedure of manually searching a file of paper or microfilmed documents. See Chapter 7, MVR/Titles (10-28).

master record - When used in reference to computerized records such as the Hot Files, "master record" refers to the record in the computer which contains all of the data that was originally entered into that record.

MAT - Field Code for Medical Examiner/Coroner Telephone Number. See Chapter 9C, Unidentified Persons.

MDT - Stands for Mobile Data Terminal; the computer terminals used in squad cars.

message - Data consisting of fields, codes, words, and/or punctuation that is sent to or by the LEADS computer.

message key - A character or group of characters which appear at or near the beginning of a message to tell the computer what kind of message is being sent.

message log - See log tape.

MIS - Field Code for Miscellaneous Information.

Misdemeanor - Any offense for which a sentence to a term of imprisonment in other than a penitentiary for less than one year may be imposed.

Missing Person File - This file contains records on individuals whose whereabouts are unknown. See Chapter 9B, Missing Persons.

MKE - Field Code for Message Key. See message key.

MMDDYY - Representation of a six-character date in month-day-year format. For example, February 5, 1988, represented as MMDDYY would be 020588.

MNU - Field Code for Miscellaneous Identification Number. See Chapters 9A, Wanted Persons, 9B, Missing Persons, and 13, Criminal History Record Information.

mobile terminal - Any device installed in a squad car which is capable of receiving messages from LEADS and sending messages to LEADS. A mobile terminal has a keyboard as well as a display screen and/or a printing device.

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GLOSSARY (2)

- MOD - Field Code for Model. See Chapters 19, Stolen/Recovered Guns and 20, Stolen Articles.
- Model 43 - Refers to the Model 43 Teletype terminal used by some departments as a LEADS terminal.
- modem - An electronic device which converts digital signals into analog signals or audible tones and which converts audible tone signals into digital signals. A modem is installed between every LEADS terminal and the telephone line connecting that terminal to the LEADS computer in Springfield. A second modem is connected between the LEADS computer and the telephone line at the Springfield end of the circuit. The terminals and the computer can only work with digital signals. The telephone system works only with analog or tone signals. The modems at each end of the circuit provide the signal conversions.
- modem sharing device - Equipment that allows more than one terminal to operate from a single modem.
- modify - The procedure of adding, deleting, or changing data in a Hot Files record. The capability of modifying a particular record is limited to the terminal(s) within the department that originally entered the record.
- MPA - Field Code for Dental Models and/or Photographs of Teeth Available. See Chapter 9B, Missing Persons Supplemental Dental Record and Chapter 9C, Unidentified Persons Supplemental Dental Record.
- MSG - Abbreviation for the word Message.
- MTR - Abbreviation for Motor.
- multi-drop line - A communications line connected to LEADS that is shared by more than one terminal.
- MVR - Abbreviation for Motor Vehicle Registration.

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NAM - Field Code for Name.

NATB - Abbreviation for National Automobile Theft Bureau. NATB is a private, non-profit corporation funded by insurance companies which write automobile insurance. NATB's function is to assist in the recovery of stolen vehicles. The Chicago office of NATB is connected to LEADS. The NATB is considered the authority on VIN construction.

NCIC - Abbreviation for National Crime Information Center. The NCIC is operated by the Federal Bureau of Investigation. The NCIC computer located in Washington, D.C. is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

network - A combination of computer terminals, computers, and the connecting communications lines between them.

NIC - Field Code for NCIC Record Index Number. Every record in the NCIC Hot Files contains a unique, ten-position NIC Number which identifies that particular record. The first position of the NIC is a letter which represents the file in which the record is stored. The next seven positions are a sequential number. The last two numeric positions of the NIC are computed check digits based on an arithmetic manipulation of the first eight positions. The check digits help to catch errors when someone keys a NIC Number into a terminal for the purpose of retrieving a specific NCIC record. All LEADS Hot Files records which have been duplicated in the NCIC Files contain the NIC Number of the corresponding NCIC record.

NLETS - Acronym for National Law Enforcement Telecommunications System. The NLETS computer, located in Phoenix, Arizona, is connected to all states and Puerto Rico and the Virgin Islands and allows messages to be sent from one law enforcement terminal to another. The drivers license and motor vehicle registration files of all states are also available through NLETS.

NMX - Field Code for Protected Persons' Names. See Chapter 10, Orders of Protection.

NOAH - Acronym for Notify ORI of All Hits. NOAH is occasionally seen in the Miscellaneous Field of a Hot Files record. It represents a request on the part of the originating agency that any department which hits that particular record notify the originating agency of the circumstances surrounding the hit. Such notification is requested even when the subject of the record has not been apprehended or the property recovered.

NOEX - Abbreviation meaning No Extradition.

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nonconviction data - Arrest information without disposition if an interval of one year has elapsed from the date of arrest and no active prosecution of the charge is pending; or information disclosing that the police have elected not to refer a matter to a prosecutor, or that a prosecutor has elected not to commence criminal proceedings, or that proceedings have been indefinitely proposed, as well as all acquittals and all dismissals.

NR - Abbreviation for Number.

NSRD - Abbreviation meaning Name, Sex, Race, and Date of Birth.

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- OAN - Field Code for Owner-Applied Number. See Chapter 6, Vehicles and Chapter 20, Stolen Articles.
- OCA - Field Code for Originating Authority's Case Number. This is a nine-position field found in all LEADS and NCIC Hot Files records. When entering a record into LEADS, the OCA field is optional. However, if that LEADS record is copied into the NCIC file, the LEADS computer will always automatically insert the LEADS Record Index Number (LDS) into the OCA Field of the NCIC record (with the exception of Unidentified Person records) as a cross-reference to the duplicate in LEADS.
- OFC - Abbreviation for Officer.
- OFF - Field Code for Offense. See Chapter 9A, Wanted Persons.
- off-line - Any computer file search or computer operation which is not automatically performed or initiated by a message from a LEADS terminal. For example, a request to search the Stolen Vehicle File for all 1978 Ford passenger cars would have to be handled as an off-line search because there is no message format to initiate this kind of search from a LEADS terminal.
- OLC - Field Code for Operator's (Driver's) License Classification.
- OLN - Field Code for Operator's License Number. An OLN is the same as a Driver's License Number (DLN).
- OLS - Field Code for Operator's (Driver's) License Issuing State, territory, or foreign country. (LEADS uses DLS.)
- OLT - Field Code for Operator's (Driver's) License Type.
- OLY - NCIC Field Code for Operator's License Year of Expiration. LEADS uses DLY for Driver's License Year of Expiration to contain the same data.
- on-line - Any message or computer procedure which is initiated at a LEADS terminal, processed, and the results or response returned to a LEADS terminal without any manual intervention.
- operating system - A collection of computer software programs which serve to manage and monitor the operation of a computer.
- OPR - Field Code for Terminal Operator.
- ORA - Field Code and abbreviation for Originating Authority. This is the name of the department or agency which holds the original case file that forms the basis for a LEADS or NCIC Hot File record. The ORA may or may not be the same department that actually entered the record.

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Orders of Protection File - This file contains Orders (not warrants) issued by Illinois Circuit courts for persons (respondents) whom the courts have determined to pose some threat or hazard to their families or other individuals. The Illinois Domestic Violence Act requires Illinois State Police to keep a file of these Orders, which are entered into LEADS by county sheriff agencies.

ORI - Field Code for Originating Agency Identifier. An ORI is a nine-position identifier which is unique to a particular criminal justice agency which may or may not have terminal facilities or capabilities. The first two characters are always an alphabetic code which generally represents a state (such as IL for Illinois) or a Canadian province. The next five positions uniquely identify the agency. The last two positions are generally zero zero (00) for law enforcement agencies. The first seven positions are assigned by NCIC. The last two positions may be assigned, within limits, at the state level to distinguish between different terminal devices within a single agency. An agency's ORI is its "address" for directing NLETS messages.

Originating Authority - The department or agency which initially develops a case; the department or agency which holds the original case file that forms the basis for a LEADS or NCIC hot files record.

ORION - The NLETS on-line Directory of Law Enforcement and Criminal Justice Agencies that allows you to determine the ORI of an NLETS user agency when only the location (city and state) or federal agency (name of agency and state) is known. See Chapter 18, NLETS.

OSN - Field Code for Outdrive Serial Number. See Chapter 6, Vehicles.

OWN - Field Code for Owner's Name. See Chapter 22, Stolen Securities.

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PD - Standard abbreviation for Police Department.

PDCHGO - Abbreviation for Chicago Police Department. You will find this abbreviation in the ORA Field of nearly all LEADS CHF records entered by Chicago PD.

phonic match - A type of match which occurs when the name in the hit response and the name inquired upon sound alike or could be pronounced alike, but are spelled differently.

Photo ID - An identification card issued by the Illinois SOS and intended primarily as a means of identification. A Photo ID Number may also be used as a Miscellaneous Number (MNU) for Wanted and Missing Person entries.

Physical Descriptor Inquiry - Inquiry, using only physical descriptors, which produces a search against an NCIC Missing Person File index or an NCIC Unidentified Person File index. See Chapter 9B, Missing Persons and 9C, Unidentified Persons.

PID - Field Code for Photo ID Number. See Photo ID.

PNM - Field Code for Petitioner's Name. See Chapter 10, Orders of Protection.

POB - Field Code for Place Of Birth. See Chapters 9A, Wanted Persons and 9B, Missing Persons.

Policefax System - System implemented to provide investigators and State's attorneys with rapid access to fingerprint-based Criminal History Record Information. At present, fifty-four such sites have been established at various locations throughout the state.

Policy Board - Refers to the LEADS Advisory Policy Board. See LEADS-APB.

poll - The process performed by the LEADS computer of checking each LEADS terminal, one-by-one, to determine if a terminal has a message for LEADS.

position - Space or room for one character of data. See byte.

printout - The hard copy of a computer-printed document.

PRNT - Abbreviation for Fingerprints. Abbreviation PRNT is generally found in the first line of a Hot Files hit message in cases where the originating agency wants the recovered property or vehicle to be held for fingerprinting.

PRO - Field Code for Propulsion Type. See Chapter 21, Stolen Boats.

probable cause - An apparent state of facts which would induce a reasonably intelligent and prudent person to believe, in a criminal case, that the suspected person had committed the crime in question; more than suspicion, less than certainty. Used as a basis for arrest.

program - A set of instructions that tells the computer how to do a specific job.

programmer - A person who writes, tests, and maintains computer programs.

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prorate - Vehicles displaying either prorated base plates or prorated decals are from a jurisdiction that does not have a reciprocity agreement with the State of Illinois or are from a jurisdiction that is not a member of the International Registration Plan (IRP).

PTL - Abbreviation for Patrolman.

PUR - Field Code for Purpose. All CCH inquiries require that this field contain one of four codes as follows: C indicates that the inquiry is for criminal justice purposes, E means the inquiry is for employment purposes, R indicates the inquiry is to permit the subject of the record to review his CCH record, and J means that the inquiry is criminal justice employment.

purge - 1. When used in reference to Hot Files records, purge means removal of a record from the on-line files due to the expiration of a specific time limit.

2. When referring to CCH records, purge is synonymous with expungement in that both terms refer to removal of data from the CCH File as a result of a court action. See expunge.

queue - An area of on-line computer storage that is reserved for messages which are waiting to be processed. Most of the queues operate on a first-in-first-out basis. However, some queues operate on a priority basis where a message of high priority may be processed ahead of messages received earlier which were of lower priority.

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RAC - Field Code for Race.

rap sheet or transcript - An official criminal history document containing all known criminal arrests, dispositions, and incarcerations for an individual.

RAR - Acronym for Right to Access and Review. See Chapter 13, Criminal History Record Information.

RCMP - Abbreviation for Royal Canadian Mounted Police.

RDP - Abbreviation for Restricted Driving Permit. See Chapter 7, MVS/Titles (10-27).

reasonable grounds - An apparent state of facts, which would induce a reasonably intelligent and prudent person to believe, in a criminal case, that there is a significant possibility that the suspected person had committed the crime in question. In contrast to "probable cause", reasonable grounds is only basis for temporary restraint; e.g., stopping a suspect on the street.

REC - Common abbreviation for the word record.

reciprocity - Illinois reciprocity permits are required to be carried in all foreign-registered vehicles of the Second Division which have a combined gross weight in excess of 12,000 pounds as evidence that Illinois has extended reciprocity to the owner of that vehicle, providing that the State of Illinois has reciprocity with the jurisdiction where the company is based.

recovered gun - Any serially numbered gun of unknown ownership which has been found, confiscated, or seized by a law enforcement agency. See Chapter 19, Stolen/Recovered Guns.

REF - Abbreviation for Reference.

REG - Field Code for Boat Registration/Document Number. See Chapter 21, Stolen Boats.

REGS - Abbreviation for LEADS Regulations & Policies.

REJ - Abbreviation for the word Reject or the word Rejected.

RELD - Disposition code used in a locate message on a Missing Person record to indicate the subject will be or has been released.

reorg - Abbreviation for "file reorganization". This is the process which must be performed periodically to remove cancelled, purged, and voided records from the various Hot Files in order to make room for new entries.

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- REQ - Field Code for Requester. This field is required in all CCH inquiries to identify the person who requested the inquiry.
- RES - 1. Field Code for Driver's Restrictions. This field appears in all Illinois 10-27 responses to indicate if there are any restrictions on the driver regarding his driving privileges.
2. Field Code for Boat Registration/Document State. See Chapter 21, Stolen Boats.
- respondent - The subject about whom the courts have determined to pose some threat or hazard to other family members or individuals and against whom an Order of Protection has been issued.
- response - Any message from the LEADS computer to a terminal which gives the results of a file search based on an inquiry.
- REY - Field Code for Boat Registration/Document Year of Expiration. See Chapter 21, Stolen Boats.
- R & I - Abbreviation for Records and Identification Section at the Bureau of Identification in Joliet which houses all "paper" documents (jackets) of criminal histories.
- ROIR - Abbreviation for the phrase, "reply only if record".
- ROIW - Abbreviation for the phrase, "reply only if wanted".
- ROT - Field Code for Retailer's Occupation Tax Registration Number. See Chapter 27, Liquor Licenses.
- RQ - NLETS message key for Motor Vehicle Registration Query.
- RR - NLETS code for Motor Vehicle Registration Response.
- RSTR - Abbreviation for Restrictions. This abbreviation may be seen in some out-of-state 10-27 messages as a prefix to a listing of current driver's license restrictions.
- RTE - Abbreviation for Route.
- Rxx - Field Code for Remedies. See Chapter 10, Orders of Protection.

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SALOON - Acronym for State Alcohol Licensing Operational On-line Network. This system allows all LEADS terminals to access the Illinois Liquor Control Commission's files of all liquor licenses in the State of Illinois. See Chapter 27, Liquor Licenses.

screen - The "picture tube" portion of a CRT terminal which displays data to the operator.

SDT - Field Code for Security Date. See Chapter 22, Stolen Securities.

search key - Found in some automated responses from the Illinois SOS, "search key" refers to the combination of numbers and characters actually used to search the computer file. In many cases, the search key is built by the computer (such as a DLN from NAM, SEX, DOB) and is not exactly the same as any data field supplied in the inquiry.

secondary dissemination - The transmission (release) of Criminal History Record Information (CHRI) obtained from Illinois State Police to other individuals or agencies authorized by law to receive such information. LEADS Regulations require that the disseminating agency maintain a Secondary Dissemination Log. For example, Agency A runs a criminal history inquiry utilizing its own ORI and receives a response from Illinois State Police. A neighboring police department (Agency B) requests to receive a copy of the criminal history response since Agency B is also conducting a criminal investigation concerning the same subject. Agency A provides Agency B with a copy of the criminal history response. This dissemination is considered secondary dissemination and must be logged by Agency A in its Secondary Dissemination Log.

The following is an example of primary, not secondary, dissemination. Terminal Agency A runs a criminal history inquiry (CQIL/CQH) for Agency B utilizing Agency B's ORI. The resulting response is disseminated by Agency A to Agency B. The inquiry is automatically checked against the computerized authorization table for Agency A and Agency B to ensure both agencies are authorized. This is not considered secondary dissemination since the response is logged to Agency B's ORI by the LEADS computer. Therefore, this dissemination is not subject to secondary logging.

second division vehicles - Those motor vehicles which are designed for carrying more than 10 persons, those designed or used for living quarters and those motor vehicles which are designed for pulling or carrying freight or cargo, and those motor vehicles of the First Division remodelled for use and used as motor vehicles of the Second Division.

SER - Field Code for Serial Number. See Chapters 19, Stolen/Recovered Guns, 20, Stolen Articles, and 22, Stolen Securities.

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SEX - Field Code for Sex.

SGT - Abbreviation for Sergeant.

SHF - Abbreviation for Sheriff.

SID - Field Code for State Identification Number. The SID Field is found in CCH records and contains the identification number assigned to the subject of the record by the state which entered the record. See BCI.

SIR - 1. This is a special abbreviation code meaning Send Identification Record. SIR may be used as the last data item in the MIS Field of a Wanted Person Record Enter Message to indicate that you wish the NCIC to mail to your department a copy of the subject's identification record. When entering a wanted person into LEADS only, the use of SIR serves no purpose.

2. Abbreviation for State Identification Repository which is a state agency function pursuant to statute or executive order of maintaining comprehensive state-wide Criminal History Record Information files. The Records and Identification Section of the Bureau of Identification is the SIR for Illinois.

SKN - Field Code for Skin Tone.

SMT - Field Code for Scars, Marks and Tattoos.

SO - Standard abbreviation for Sheriff's Office.

SOC - Field Code for Social Security Number.

software - A set of instructions that tells the computer how to function.

SOS - Acronym for Illinois Secretary Of State.

soundex - A coding process by which a subject's name is coded or "soundexed" to make the name easier to search for by the computer. The soundexing process allows for records to be retrieved even when minor spelling errors have been made in the inquiry message. However, soundexing also may cause records to be retrieved on subjects with different names than the name being inquired upon. The LEADS and NCIC files do not use exactly the same soundex coding system. In addition, the SOS coding scheme is slightly different than either LEADS or NCIC. For this reason, a given inquiry may not produce exactly the same results for all files.

SP - Abbreviation for State Police.

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special character - Any character which can be printed on a terminal printer or displayed on a CRT screen which is not one of the twenty-six letters of the alphabet or a numeric digit 0 thru 9. This includes all punctuation marks and other characters such the slash (/), number sign (#), ampersand (&), etc.

special search - Any search of the computerized files which cannot be automatically initiated by a message from a LEADS terminal. See off-line.

SPFLD - Abbreviation for Springfield, Illinois.

SSL - Abbreviation for Silencer Length of guns. See Chapter 19, Stolen/Recovered Guns.

SSN - Field Code in the SALOON File for Social Security Number.

Statute - An Act of Congress or State legislature or a provision of the Constitution of the United States or of a State.

STLN - Abbreviation used in the Hot Files for STOLEN.

SUBJ - Abbreviation for Subject.

suppression - The procedure used by LEADS to prevent a response to an inquiring terminal, even if the record inquired upon is in the file. This is usually done during the period of time when the record is due for purging, but has not yet been physically removed from the file.

SUPT - Abbreviation for Superintendent.

SUSP - Abbreviation for Suspect.

SVC - Abbreviation for Service.

SYS2 - A special code sent out by the LEADS computer to advise you that your last message had an invalid header or message key. If you receive a SYS2 but had not sent a message to LEADS, it means that there is "noise" on your line that made the computer think you were trying to send a message.

SYS3 - This is a special message sent out by the LEADS computer whenever it receives a garbled message from your terminal. In some cases, you may get this message even if you sent nothing to LEADS.

The following data were obtained from the study of the reaction of the various compounds with the reagent. The results are given in the table below. The values are given in parentheses. The values in parentheses are the values obtained from the study of the reaction of the various compounds with the reagent. The values in parentheses are the values obtained from the study of the reaction of the various compounds with the reagent.

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TCAM - Acronym for Telecommunications Access Method. This is a large, computer software program which controls and schedules the sending and receiving of messages to and from all LEADS terminals. The TCAM program also is responsible for holding or queuing messages when a terminal or some other computer such as NCIC is down.

TECS - Acronym for Treasury Enforcement Communications System. TECS is a computerized information and communications network operated by the U.S. Treasury Department. TECS is connected to NLETS and NCIC.

Temporary Want - A Wanted Person record entered on a subject for whom a warrant is pending.

TEND - Abbreviation for the word Tendency.

TIPS - Acronym for the Illinois State Police's Traffic Information Planning System. This computerized information system runs on the LEADS computer. However, TIPS files and capabilities are only available to State Police terminals.

TME - Field Code used in all Hot Files records for Time of Entry.

TMP - Field Code used in the Hot Files for Temporary Information at entry.

TPR - Abbreviation for Trooper.

tracer - A manual search by Illinois SOS personnel for motor vehicle registration information.

transcript - An official criminal history document containing all known criminal arrests, dispositions and incarcerations for an individual. A transcript is sometimes referred to as a rap sheet.

Triple I - See III.

TT or TTY - Abbreviation for Teletype.

TWF - Abbreviation for Transportation Will be Furnished.

TWP - Abbreviation for Township.

TX - Abbreviation for Telephone.

TXT - Abbreviation for Text.

TYP - Field Code for Type. See Chapter 20, Stolen Articles.

Type 3 - See Directed Message.

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GLOSSARY (2)

U - Abbreviation for the word You.

UAC - Field Code for Unserialized Article Code. See Chapter 20, Stolen Articles.

UCR - Abbreviation for Uniform Crime Reporting. See I-UCR.

UFAC - Abbreviation for the phrase, Unlawful Flight to Avoid Confinement.

UFAP - Abbreviation for the phrase, Unlawful Flight to Avoid Prosecution.

UFAT - Abbreviation for the phrase, Unlawful Flight to Avoid giving Testimony.

Unemancipated - Subject who, according to the laws of his/her state of residence, is not legally an adult and is under the guardianship of his/her parent(s) or legal guardian.

Unidentified Person File - This file contains records on individuals who are deceased (may include skeletal remains or body parts) and whose identities are unknown and on individuals who are living and whose identities are unknown. This is an NCIC File only.

unserialized article - Any stolen property which has no manufacturer's serial number. See Chapter 20, Stolen Articles.

UNT - Abbreviation for Unit Number.

UR - Abbreviation for two words: Your and You're.

User Services - A unit within the Illinois State Police's Information Services Bureau which is responsible for monitoring the quality of Hot Files records. User Services operates terminal KQC.

users - Generally refers to the personnel of departments which have access to LEADS.

USNCB - Abbreviation for United States National Central Bureau of INTERPOL.

U. S. Secret Service Protective File - File of records entered for individuals who may pose a threat to the President and/or others who are afforded USSS protection. Entries can only be made by the United States Secret Service, but inquiries into the LEADS/NCIC Wanted or Missing Person Files may produce a U. S. Secret Service Protective File record response. See Chapter 9A, Wanted Persons.

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GLOSSARY (2)

valid hit - A hit that contains identifiers which exactly match or closely match the identifiers used in the inquiry. A valid hit establishes reasonable grounds to detain the subject or recover property.

validation - The process of comparing records in the LEADS and NCIC Hot Files with the supporting documents in the originating authority's files to insure that the computer records should still be carried as active. LEADS and NCIC Regulations require that each record be formally validated on an annual basis. Each month an agency is sent a portion of its active records so that every record that an agency has entered in the files is verified at least once during the year. Each agency is responsible for maintaining the integrity of the records it enters and is encouraged to carry out frequent informal validations on its own.

VCO - Field Code for Vehicle Color. See Chapter 6, Vehicles.

VEH - Abbreviation for Vehicle. See Chapter 6, Vehicles.

VID - Field Code for Validator's Initials.

VIN - Field Code for Vehicle Identification Number or Serial Number. See Chapter 6, Vehicles.

VMA - Field Code for Vehicle Make. See Chapter 6, Vehicles.

VMO - Field Code for Vehicle Model. See Chapter 6, Vehicles.

void - To remove a record from the on-line files.

VRX - Field Code for Corrective Vision Prescription. See Chapters 9B, Missing Persons and 9C, Unidentified Persons.

VST - Field Code for Vehicle Style. See Chapter 6, Vehicles.

VYR - Field Code for Vehicle Model Year. See Chapter 6, Vehicles.

The purpose of this study was to determine the effects of the 1974-75 winter on the Wilson's Phalaropes of the St. Lawrence River. The study was conducted in the St. Lawrence River, Quebec, Canada, from January 1975 to March 1976. The study area was divided into three sections: upstream, middle, and downstream. The upstream section was the most affected by the winter, with the highest number of birds dying. The middle section had a moderate number of deaths, and the downstream section had the lowest number of deaths. The results of the study showed that the 1974-75 winter had a significant impact on the Wilson's Phalaropes of the St. Lawrence River. The number of birds that died during the winter was significantly higher than the number that died during the previous winter. The results also showed that the downstream section was the most resilient to the winter, with the lowest number of deaths.

Section	Number of birds that died	Number of birds that survived
Upstream	12	8
Middle	6	14
Downstream	3	17

The table shows the number of birds that died and survived in each section of the St. Lawrence River during the 1974-75 winter. The upstream section had the highest number of deaths, with 12 birds dying and 8 surviving. The middle section had 6 deaths and 14 survivors, and the downstream section had 3 deaths and 17 survivors. The results show that the downstream section was the most resilient to the winter, with the lowest number of deaths.

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GLOSSARY (2)

Wanted Person File - This file contains records on individuals for whom a felony or misdemeanor warrant is outstanding or on individuals for whom a warrant is pending.

WAREX - Abbreviation for the phrase, "Warrant on File, Will Extradite".

Western Union - The company from which the Illinois State Police leases communications facilities for the LEADS network.

WGT - Field Code for Weight.

WOW - Abbreviation for the phrase, "Wanted On Warrant".

W/U - Abbreviation for Western Union. See Western Union.

WWBF - Abbreviation for the phrase, "Warrant Will Be Filed".

WX - Abbreviation for Weather.

Xmit - Abbreviation for Transmit.

ZIP - Field Code for Zip Code. Used in CHRI inquiries.

\$.L. - Locate notification message from NCIC.

\$.M. Administrative Message - A positive response from NCIC to a match search of missing persons and unidentified persons. See Chapters 9B, Missing Persons and 9C, Unidentified Persons.

\$.N. Administrative Message - A negative response from NCIC to a match search of missing persons and unidentified persons. See Chapters 9B, Missing Persons and 9C, Unidentified Persons.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

FIELD SERVICES
(HELP)

FIELD SERVICES
(HELP)

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FIELD SERVICES (3)

Chapter 3

F I E L D S E R V I C E S

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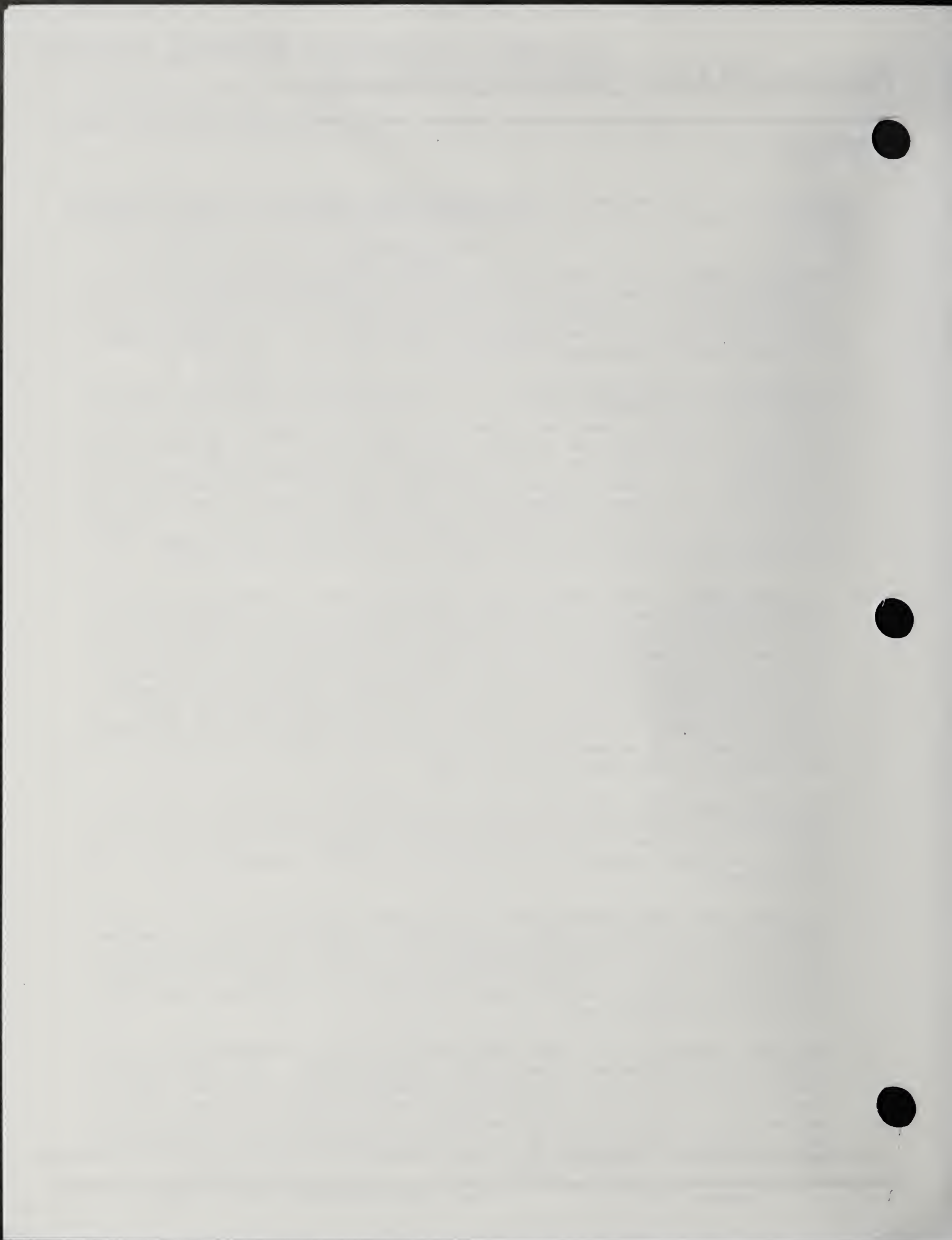
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SECTION A: HELP

The purpose of this chapter is to help you find information. The following services, information, or persons are available to you on-line through your LEADS terminal.

1. HELP FILE INDEX -- The Help File Index is an on-line alphabetical listing of information considered to be of importance to law enforcement agencies. Each time the Help File is updated (announced in the Daily BUL), you should print out a copy of the Index and place it in this section of your LEADS Manual. You can do this by inquiring LHR.HELP.
2. LEADS DAILY BULLETIN BOARD MESSAGE -- The LEADS Daily Bulletin Board Message (Daily BUL) is a message that is put into LEADS each day, Monday through Friday, by LEADS User Services to serve as a fast method of releasing information to all LEADS terminal agencies. All agencies are held responsible for knowledge of and compliance with all information and instructions announced through the Daily Bulletin Board. The Daily BUL may be accessed by any Illinois law enforcement agency with a LEADS terminal and is available 24 hours per day by inquiring LHR.MMDD. (MM = month, DD = day). A summary inquiry listing the daily topics for a specific month may be made using LHR.xxxSUM. (xxx = month; JUL).
3. FIELD ADVISORS -- Field Advisors are employees of the Illinois State Police Communications Bureau whose full-time responsibility is to provide training and assistance to state and local criminal justice agencies relative to law enforcement telecommunications. Such training includes the LEADS Operation Certification Program (LOCP). For a listing of the ISP Bureau of Communications Field Advisors, their locations, and telephone numbers, inquire LHR.FLA. If your field advisor is not available, contact the Communications Bureau in Springfield Monday - Friday from 8:30 a.m. to 5:00 p.m. by telephone (217/782-7345). To access the LEADS training files, inquire LHR.TRAXx. (xx = ISP District) or LHR.TRACHI. (Chicago area).
4. LEADS USER SERVICES -- This unit within the Bureau of Information Services is responsible for monitoring the quality of Hot File records and is available Monday - Friday from 7 a.m. to 4:30 p.m. by telephone (217/782-4155) or by directed message (CDC/KQC). If User Services is not available, contact the Computer Room.
5. COMPUTER ROOM -- The Computer Room is available for assistance 24 hours per day by telephone (217/782-3870) or by directed message (CDC/LYD). The Computer Room Staff is primarily responsible for keeping the computers running and may not be able to answer all your questions or help with problems. However, they should be able to refer your problem to someone who can assist you on the next working day.
6. LEADS ADMINISTRATOR -- The LEADS Administrator's primary responsibility is to manage the Law Enforcement Agencies Data System (LEADS). The LEADS Administrator also serves as chairperson of the LEADS Advisory Policy Board and as terminal control officer for the National Crime Information Center (NCIC). You may send letters to the LEADS Administrator at the following address: 301 Armory Building, Springfield, IL 62706. Directed messages may be addressed to LEADS Administrator, terminal KQC.



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SECTION B: COMMUNICATING WITH CANADA

I. INTRODUCTION

A. CANADIAN COMPUTER CAPABILITIES

LEADS users may initiate a variety of inquiries through NLETS to Canada. The computer link between NLETS and Canada allows direct inquiry into the Canadian Police Information Centre (CPIC), the counterpart to NCIC. This access allows inquiry into Canadian CHF Vehicles, Persons, Guns, Articles, Boats, and Securities. Additionally, LEADS users may access Canadian vehicle registration, driver's license files, boat, and gun registration. Directed messages may also be sent to Canadian Provinces and Territories.

CPIC provides all drivers license status information. Additionally, CPIC provides drivers license and vehicle and boat registration data for the provinces and territories that do not maintain those records on an automated system. Fully automated provinces and territories pass the information to CPIC, who in turn forwards it through NLETS to the inquiring agency. CPIC also functions as a control point for messages.

All inquiries initiated to Canada must include the reason for inquiry and an indication if the person or property is in sight. Specific codes are provided for these data fields. Because of the additional data required for Canadian inquiries, only free-form inquiry is available.

Responses received from Canada generally will take longer to return than responses from SOS, or any other state. Response time can vary from immediate to thirty minutes. Delays will be indicated by CPIC, and will request the user inquire again in thirty minutes. If a delay is indicated, it generally means the Canadian system is momentarily overloaded.

B. ACCESS AND DISSEMINATION RULES AND REGULATIONS

LEADS users accessing Canadian files must abide by specific regulations pertaining to use and dissemination. The agreement between CPIC and NLETS to establish the interface specifies that access must be for criminal justice purposes and by criminal justice agencies. Dissemination of information obtained from CPIC, and Canadian provinces and territories is restricted to criminal justice agencies. LEADS users are obligated to abide by the applicable CPIC policy regarding access and dissemination:

CPIC Policy Manual Chapter 1.2, Section 7, Paragraph 7.1:

"Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals."

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I.B. ACCESS AND DISSEMINATION RULES AND REGULATIONS (Continued)

Paragraph 7.1, a. further states:

"CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee."

Regarding the interface between Canada and the United States, CPIC stipulates that access must be restricted to criminal justice agencies for criminal justice purposes. Dissemination outside the criminal justice community is prohibited unless specific written approval of the CPIC Advisory Committee is obtained.

LEADS users are bound by LEADS Rules and Regulations, Volume III, REGS-22, IX. A. 1-5; General Restrictions. This section of the Rules and Regulations applies to all data supplied through LEADS, and will apply to data obtained from CPIC through LEADS.

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II. INQUIRY INTO CANADIAN VEHICLE FILES

Inquiry into Canadian Vehicle Files will be initiated to a specific province or territory e.g., Ontario, using a license number or VIN as identifiers. Inquiries may only be made free-form; inquiry in the FQ or FINQ formats is not available at this time. Users will be required to provide a reason for inquiry code (RSN), and an indication if the person/property is in site (PPS). In addition to registration information, LEADS users making inquiries into Canadian Vehicle Files may receive hits on stolen vehicles, observation vehicles, crime vehicles, abandoned vehicles, and pointer vehicles (see page HELP-7). An inquiry to a Canadian province/territory will only access that province/territory registration, drivers, and CPIC CHF. A separate inquiry must be made to check LEADS and NCIC CHF for stolen or wanted records initiated within the United States/Illinois.

A. CONSTRUCTING A VEHICLE INQUIRY

1. Message Keys -- For a free-form inquiry into Canadian registration and hit files, an NLETS message key is required. The basic message key will be NQ--. The NQ will be followed by CN, CP, or a two letter province/territory code depending on the identifier used for inquiry; License or VIN.

a. Inquiry by License -- When inquiring on a license plate number (maximum 10 positions), the basic message key NQ must be followed by the appropriate two-letter province/territory code to obtain information from CPIC Vehicle Files and that provinces registration files.

EXAMPLE: The Message Key NQON., using a license plate number as the identifier, will result in responses from the CPIC Vehicle Files, and Ontario registration files.

b. Inquiry by VIN -- When inquiring on a VIN (maximum 17 positions), the message key used will depend on what files you wish responses from:

1) Response from CPIC only (10-29) = NQCN.

2) Response from CPIC and specific province registration = NQ followed by province code. NQON. will result in responses from CPIC Vehicle Files, and Ontario registration files.

3) Response from CPIC and any province that has registration information (will send to all provinces) = NQCP.

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II.A.1.b. Inquiry by VIN (Continued)

Province/Territory Codes

Alberta	AT	Northwest Territories	NT
British Columbia	BC	Yukon Territories	YT
Manitoba	MB	Canada	CN
New Brunswick	NK	Region Inquiry (VINS Only)	CP
Newfoundland	NF		
Nova Scotia	NS		
Ontario	ON		
Prince Edward Island	PE		
Quebec	PQ		
Saskatchewan	SN		

2. Vehicle Identifiers -- License number or VIN will follow the appropriate message key as vehicle identifiers. The license or VIN must be preceded by the appropriate field code.

NQON.LIC/VZW759.

NQON.VIN/WBAHD73Ø9K7398Ø22.

3. Reason for Inquiry -- To meet Canadian requirements, a Reason for Inquiry code must follow the vehicle identifier. This code will be prefixed by a field code of RSN/. Using the following list of reason codes, the inquiring operator must indicate the purpose of the inquiry.

<u>Reason for Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

An inquiry on a license plate related to a narcotics investigation would be coded as:

NQON.LIC/VZW759.RSN/N.

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II.A. CONSTRUCTING A VEHICLE INQUIRY (Continued)

4. Person or Property In Sight -- Immediately following the reason code, must be an indication if the person or property is in sight. The inquiring operator will use a field code prefix of PPS/. Following the prefix code, must be a Y, to indicate the person/property is in sight, or an N to indicate the person/property is not in sight. If the inquiry is for an investigative purpose, and the subject/property is not present, an N would be the appropriate indicator.

NQON.LIC/VZW759.RSN/N.PPS/N.

NOTE: If a Y is used in the PPS, the response from CPIC will return faster in a hit situation to avoid unreasonable detention. If a Y is used in the inquiry, indicating person in sight, the inquiring agency should have the person in sight in the event a hit is outstanding.

5. Sample Inquiries

- a. NQPQ.LIC/AAA123.RSN/V.PPS/N.

This inquiry is to Quebec, with a violent crimes reason, and the person/property is not in sight.

- b. NQBC.VIN/WP0AA0918KS450001.RSN/T.PPS/Y.

This inquiry is to British Columbia, with a traffic reason, and the person/property is in sight.

- c. NQCP.VIN/WP0AA0918KS450001.RSN/T.PPS/Y.

This inquiry will check the CPIC Vehicle Files, and check all provinces/territories for registration information.

B. RESPONSE SOURCES

After making an inquiry on a License or VIN to a Canadian province/territory, a response will be received from that province's registration files, and from CPIC CHF. NO response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC to determine if the vehicle is stolen, a felony vehicle, entered with a wanted or missing persons record, or the license entered as stolen within the United States and/or Illinois.

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FIELD SERVICES (3)

II. INQUIRY INTO CANADIAN VEHICLE FILES (Continued)

C. RESPONSE INTERPRETATION

1. Registration Information -- Registration information from the province/territory the inquiry was directed to will contain the same type of information as registration information from other states. Owner name and address, vehicle year, make, model and style will be present in the response. The provinces and territories structure their responses differently, just as the fifty states do. If the registration is not yet on file, you will receive a no record response. Remember that the response could take anywhere from a couple of minutes to thirty or more. A common occurrence will be to receive a "NOT ON FILE" response from CPIC immediately. This response will conclude with "RO/DL TRANSACTION BEING PROCESSED". This line tells you that information from the registration (or drivers if making a persons inquiry) files will be returning as a result of your inquiry. The actual registration/drivers response can be expected approximately 5 minutes or more later.
2. Vehicle Hits from CPIC -- Just as you may receive hits on stolen or felony vehicle in LEADS, you may also receive similar hits from CPIC. The hits will look very different from a LEADS or NCIC hit (see HELP-8) and will also be confirmed differently (see HELP-9). There are several types of vehicle hits in the CPIC files:

Stolen
Observation
Crime
Abandoned
Pointer

ONCE IT HAS BEEN CONFIRMED THAT THE VEHICLE IS THE CORRECT VEHICLE AND THE STATUS OF THE RECORD HAS BEEN CONFIRMED AS ACTIVE, THE VEHICLE CAN BE DETAINED AND/OR IMPOUNDED PENDING SPECIFIC INSTRUCTIONS FROM WASHINGTON INTERPOL AND/OR THE ORIGINATING CANADIAN AGENCY. THE RECOVERING ILLINOIS AGENCY SHOULD IMMEDIATELY CONTACT WASHINGTON INTERPOL FOR FURTHER INSTRUCTIONS REGARDING THE VEHICLE.

a. Types of Vehicle Hits

- 1) Stolen -- Includes a vehicle taken from its rightful owner and a vehicle purchased from a dealer under false pretenses.

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II.C.2.a. Types of Vehicle Hits (Continued)

- 2) Observation -- A vehicle under observation is connected with criminal activities and may or may not be related to a specific individual.

In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety. Subjects present or associated with the vehicle must not be notified that the vehicle is entered as an observation vehicle in the CPIC system. The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupants of the vehicle.

- 3) Crime -- Crime vehicles are vehicles known to be connected to the commission of a crime, much like our Felony Vehicles. They are entered into CPIC by an agency wishing to examine the vehicle for possible evidence, such as fingerprints, paint samples, blood stains, empty shells, etc.

- 4) Abandoned -- This is comparable to the LEADS Towed/Impounded file, and indicates the vehicle has been entered into CPIC as abandoned, seized, or impounded.

- 5) Pointer -- A vehicle record that "points" to a prime record in CPIC. For example, an individual is entered as wanted in CPIC, specific information on the vehicle the individual drives is entered in CPIC to "point" to the wanted record. If an inquiry is made on the vehicle, the wanted person response will return. The wanted person record will be clearly labelled as a "pointer" record.

- b. Hit Responses -- Unlike the "automatic" hit response you may receive from LEADS on a vehicle inquiry, CPIC will respond with a "Possible Hit" notification. This is because Canada has a mandatory confirmation process. Details of a record will not be released until a hit is confirmed as an active record. If you do "hit" on a record, you will get the following response:

YR.

```
* * * * *
* POSSIBLE CPIC HIT
* BEING CONFIRMED BY OTTAWA INTERPOL
*                               (CNON10059)
* MESSAGE TO FOLLOW
* * * * *
```

ON FILE Q V LIC ABC123 PROV ONT.

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FIELD SERVICES (3)

II.C.2.b. Hit Responses (Continued)

Upon receipt of this response, you will wait for one of three messages from Ottawa INTERPOL. BECAUSE CONFIRMATION IS AUTOMATICALLY INITIATED, IT WILL NEVER BE NECESSARY FOR THE INQUIRING AGENCY TO CONFIRM DIRECTLY WITH THE ENTERING CANADIAN AGENCY. You will automatically receive a second message shortly after receiving the possible hit notification message; one of three messages will return:

- 1) Confirmed Hits -- When Ottawa INTERPOL confirms a hit as active, they will send a second, and final message:

YR.

```
* * * * *
* CPIC HIT CONFIRMED
* FOR FURTHER INFORMATION OR ASSISTANCE
* CONTACT WASHINGTON INTERPOL (202) 272-8383
* OR DCINTERJ0.
* * * * *
```

QUERY VEHICLE REM: 13,WA0370200

ON FILE Q V LIC: LXX226 BC
HQ DIV ROMP I DIR CP81C ON100000 1989-12-12
8:40
STOLEN-VEH TRUCK 1983 CHEV SUBU VAN RED SILVER
EXP: 1994-01-01
LIC: LXX226 BC 1990 VIN:1383K16L5DF103175
REM: STLN WASHINGTON USE
CASE: NIC0VI97446181

CONFIRM WITH ORIGINATING AGENCY

TAKE NOTE THAT THE RECORD WAS ADDED ON BEHALF
OF A US AGENCY (WASHINGTON STATE)

The boxed information advises the inquiring agency that the record has been confirmed as active. The remainder of the response contains the details of the hit; vehicle description and the fact that the record was entered into CPIC for a U.S. agency. Because this vehicle theft took place within the United States, the recovering agency should also have received an NCIC hit from an agency in the state of Washington (the hit from NCIC would result from a separate inquiry to check LEADS and NCIC CHF). If Montreal, Canada had been the entering agency, confirmation of the hit with Montreal specifically, would not be necessary as this message serves as confirmation.

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III.C.2.b. Hit Responses (Continued)

- 2) Confirmation Delayed Response -- If Ottawa INTERPOL determines that confirmation will be slightly delayed, the below message will follow the Possible Hit message:

YR.

```
* * * * *
* CPIC HIT CONFIRMATION DELAYED *
* CONFIRMATION STILL IN PROGRESS BY OTTAWA *
* INTERPOL (CNON10059) *
* MESSAGE TO FOLLOW *
* FOR FURTHER INFORMATION OR ASSISTANCE *
* CONTACT WASHINGTON INTERPOL (202) 272-8383*
* * * * *
```

The remainder of this response will be the same as the Confirmed Hit (details of the record will be provided). A Confirmed Hit message will be sent when confirmation of the record is completed.

- 3) Cancel Possible Hit -- This message would follow the Possible Hit notification message if the record could not be confirmed as active. No other messages related to the hit will follow this response.

YR.

```
* * * * *
* CANCEL PREVIOUS POSSIBLE CPIC HIT MESSAGE *
* VEHICLE NO LONGER WANTED *
* * * * *
```

- c. Locating CPIC Vehicle Records -- There is no computer transaction to place a locate on a Vehicle Record in CPIC. The record will be cancelled by CPIC when its purpose has been served.

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III. INQUIRY INTO CANADIAN PERSONS AND DRIVERS FILES

As with inquiry into the Canadian Vehicle Files, LEADS users will direct the inquiry to a specific province or territory, depending on what the inquiring source wishes to check; only CPIC, or CPIC and Drivers. Inquiries to obtain driver license information and a check of the persons file require both the OLN and Name, Sex, DOB as identifiers. The search of the drivers license file maintained by the province/territory is done by OLN, while the search of the CPIC Persons file is done by Name, Sex, DOB. Because of the different search methods used by CPIC and the provinces, both identifiers are required. Like Vehicle inquiries, Reason for Inquiry and Person/Property In Sight codes are required with every persons inquiry.

A. CONSTRUCTING A PERSONS INQUIRY

1. Message Keys -- For a free-form inquiry into Canadian Persons and drivers files, the same basic NLETS message key is required; NQ--. The NQ will be followed by a two letter province/territory code to obtain a check of the Persons Files and obtain drivers license information. If you wish only a check of the Persons files, the NQ will be followed by CN; NQCN.

- a. Inquiry by NAM, SEX, DOB -- The message key NQCN., followed by NAM/SEX/DOB will result in a check of CPIC Persons Files only (10-29). CN, Canada is the message key suffix to access CPIC only.

NQCN.NAM/SIMPSON,BART.SEX/M.DOB/081854.RSN/T.PPS/N.

- b. Inquiry by NAM, SEX, DOB, AND OLN -- NQ followed by a specific province/territory code will result in responses from CPIC Persons, and drivers information from the province specified.

NQON.NAM/SIMPSON,BART.SEX/M.DOB/081855.OLN/11536927.RSN/T.PPS/N.

2. Persons Identifiers -- Identifiers of NAM/SEX/DOB or NAM/SEX/DOB/OLN may be used for inquiry. Drivers License information can only be obtained by using NAM/SEX/DOB/OLN. (Name must not exceed 30 characters.)
3. RSN - Reason for Inquiry -- The same codes used to indicate the reason for inquiry in a vehicle inquiry will be used in persons inquiries. See page HELP-5 for codes.
4. PPS - Person/Property in Sight -- Y or N will follow the field code PPS/ to indicate if the person/property is in sight or not.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

III.A. CONSTRUCTING A PERSONS INQUIRY (Continued)

5. Sample Inquiries

- a. NQCN.NAM/LEBUIIS,FIFI.SEX/F.DOB/101574.RSN/T.PPS/Y.

The inquiring operator is checking CPIC Persons only using a reason of traffic, and Y to indicate Fifi is in sight.

- b. NQAT.NAM/LEBUIIS,FIFI.SEX/F.DOB/101574.OLN/29353018.RSN/T.PPS/Y.

The inquiring operator is directing the inquiry to Alberta and will receive a response from CPIC Persons and Drivers License information from Alberta.

B. RESPONSE SOURCES

When making an inquiry to CPIC or CPIC and a specific province/territory, the inquiring operator must make a separate inquiry to determine if the person is entered as Wanted or Missing in the United States/Illinois. No response will be received from LEADS or NCIC when making a free-form inquiry directly to Canada. The easiest method to accomplish this is to change the NQ-- message key to LZW2., arrow over the identifiers, and delete the RSN and PPS. This method will save the inquiring operator some key strokes and time.

C. RESPONSE INTERPRETATION

1. Driver's License Information -- Driver's License information from the provinces will contain the same basic data contained within any out-of-state response. The order of the data will vary from province to province, just as it does from state to state.
2. Types of Persons Hits from CPIC -- Just as we have several "types" of responses in our Persons Files; Wanted, Missing, Threat to U.S. Secret Service Protectee, CPIC has several types of Persons responses. The responses will be returned in stages, and confirmation is automatic as it was in Vehicles. Below are the types of Persons responses you may receive:

Prohibited
Wanted
Charged
Paroled
Probation
Refused
Observed
Missing

OFFICERS MUST NOT TAKE OFFICIAL ACTION ON ANY RESPONSE FROM THE CANADIAN PERSON FILE WITHOUT OBTAINING SPECIFIC INSTRUCTIONS FROM WASHINGTON D.C., INTERPOL. THIS INFORMATION IS PROVIDED FOR OFFICER SAFETY AND IS TO BE USED ONLY IN CONJUNCTION WITH OTHER INFORMATION THE INQUIRING OFFICER MAY HAVE AT HIS/HER DISPOSAL AT THE TIME OF INQUIRY.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

III.C.2. Types of Persons Hits from CPIC (Continued)

a. Types of Persons Hits

- 1) Wanted -- Refers to a persons who is arrestable and/or for whom a warrant has been issued. Persons wanted by Provincial, Canada-wide and extraditable warrants are recorded as Wanted.
- 2) Charged -- A persons against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a Federal statute, who is waiting final disposition, including any appeal, and for whom a warrant to arrest is not in force for that offense.
- 3) Prohibited -- A person against whom an order of Prohibition is in effect with regard to liquor, firearms, vehicle driving (and boat operation), hunting, or any other court or statue-imposed prohibition.
- 4) Parolee -- Refers to a person who has been convicted of a criminal offense and has been released on: Parole, Day Parole, Life Parole, Mandatory Supervision, or Temporary absence over 24 hours from a federal penitentiary.
- 5) Probation -- refers to a person who has been convicted or found guilty of an offense and: has been given a suspended sentence or conditional discharge, or has been released on probation, or has been placed on a peace bond, recognizance or restraining order, or is a young offender who is in "open custody".
- 6) Refused -- This category is incorporated into CPIC to meet the requirement of the Canadian Firearms Legislation of the Criminal Code. It is used to record data on a person who has: been refused the issuance of a Firearm Acquisition Certificate, or been refused the issuance of a Firearm Registration Certificate, or has had a Firearm Registration Certificate revoked.
- 7) Observation -- in the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel. A person entered as "Observation" is: suspected of committing criminal offenses and sufficient information is not available to prosecute, or known to be dangerous to himself/herself or to others, or is involved in a serious criminal investigation, and confidential information as to his or her whereabouts is required.
- 8) Missing -- This refers to a person reported missing, or who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge, or for whom a police agency has undertaken to assist in locating on compassionate grounds.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

III.C.2. Types of Persons Hits from CPIC (Continued)

- b. Hit Responses -- As in Canadian Vehicle inquiries, Persons hits from CPIC will be returned in stages. CPIC will not provide the actual hit until confirmation is made. BECAUSE CONFIRMATION IS AUTOMATIC, IT WILL NEVER BE NECESSARY TO CONFIRM DIRECTLY WITH THE ORIGINATING CANADIAN AGENCY. You will receive a "possible hit" notice to indicate a record may be on file. This notice will be followed by either a confirmed hit notice, confirmation delayed notice or, cancel hit notice. The persons "possible hit" notice is structured much like the vehicle possible hit notice.

1) Possible Hit Response:

YR.
POSSIBLE CPIC HIT
BEING CONFIRMED BY INTERPOL OTTAWA

```
* * * * *
* QUERY POSSIBLE HIT FOR *
* NAM: PEPPER, DOC R. SEX M.DOB:090463 *
* * * * *
```

2) Confirmed Hit Response:

If confirmation is made with no delay, the confirmed hit response will follow the possible hit notice. It will be the last of the two messages related to the hit and will provide details of the hit.

YR.

```
* * * * *
* CPIC HIT CONFIRMED *
* SUBJECT MAY BE IDENTICAL TO YOUR QUERY *
* DO NOT ARREST BASED ON THIS INFORMATION. *
* FOR FURTHER INFORMATION OR ASSISTANCE, *
* CONTACT INTERPOL WASHINGTON (202) 272-8383 *
* OR DCINTERJ0 *
* * * * *
```

(RECORD DETAILS WILL FOLLOW - SEE DELAYED HIT RESPONSE)

Illinois LEADS Reference Manual

FIELD SERVICES (3)

III.C.2.b. Hit Responses (Continued)

3) Delayed Hit Response:

If INTERPOL confronts delays in the confirmation process, you will be notified of such and given record details by the following message:

YR
* * * * *
* CPIC HIT CONFIRMATION DELAYED. *
*
* SUBJECT MAY BE IDENTICAL TO YOUR QUERY *
* DO NOT ARREST BASED ON THIS INFORMATION *
*
* CONFIRMATION STILL IN PROGRESS BY *
* INTERPOL - OTTAWA (CN0910059) *
* MESSAGE TO FOLLOW. *
* FOR FURTHER INFORMATION OR ASSISTANCE, *
* CONTACT INTERPOL WASHINGTON *
* (202) 272-8383 OR DCINTERJ0 *
* * * * *
QUERY-POSSIBLE HITS FOR HALL MICHAEL D PERSON
SEX: M DOB: 19680524 BEST: 1,1
>>>QUERY REMARKS: 00,WAINS0120
MAXIMUM POSSIBLE SCORE 22
NO. 1 SCORE 22
HALL MICHAEL DION
*VPD#154602*NEGRO*
WANTED COUNTY COURT FAIL TO APPEAR
OFFENSE DATE 89-11-07
RADIUS BC ONLY

EXPIRY DATE - INDEFINITE

POB US DOB 61-05-24 AGE 21 NON-WHITE MALE
183 CMB (6FT 00 INS) 070 KO (155 LBS) BLACK
HAIR BROWN EYES
MARKS: *SCAR-R-MIDDLE FINGER, 2 SCARS R-SHOULDER*
ADDRESS *340 18 AVE. SEATTLE, WASHINGTON
WARRANT NUMBER: WAR 89-006053
AD-REM: *RE PROCURING* ALSO WAR 89-006338 FTA
(RE THEFT UNDER \$1000)*
RPS 525500C
CASE WAR 89-006053
ENTERED BY VANCOUVER PD BC30012 ON 89-12-20
ALIASES NOT RETURNED... 3
POSSIBLE HITS NOT RETURNED 9
HIGHEST SCORE OF THESE... 22
CONFIRMED ALL HITS WITH ORIGINATING AGENCIES

11JAN90/16:45/51
INTERPOL - OTTAWA, CANADA
JRC
0063 16:54:44 01/11/90

Illinois LEADS Reference Manual

FIELD SERVICES (3)

III.C.2.b. Hit Responses (Continued)

4) Cancel Possible Hit:

If INTERPOL, Ottawa determines during the confirmation process, that the record is no longer active, the possible hit notice will be followed by a cancel hit notice:

YR.

QUERY POSSIBLE HITS FOR

NAM: LEPUE, PEPE S.SEX:M. DOB:Ø21259

```
* * * * *
* CANCEL PREVIOUS POSSIBLE CPIC HIT MESSAGE *
* PERSON/RECORD NO LONGER ACTIVE IN CPIC      *
* * * * *
```

- c. Locating CPIC Persons Records -- There is no computer transaction to place a locate on a Person record in CPIC. The record will be cancelled by CPIC when it has served it's purpose.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IV. INQUIRY INTO THE CANADIAN GUN FILE

LEADS users may initiate an inquiry to CPIC to access both the stolen and gun registration files. All gun inquiries must contain a reason for inquiry and an indication if the gun is in sight of the officer making the request. The identifiers from the gun required for inquiry are serial number and type. CPIC defines a "Gun" as "any barrelled weapon which can discharge a bullet or other missile, or any imitation of such a weapon". This includes revolvers, pistols, rifles, shotguns, flint/cap/matchlock muzzle loader, automatic weapons (machine guns/pistols), signal flare, rocket or gas guns, and air guns (rifle or pistol).

A. CONSTRUCTING A GUN INQUIRY

1. Message Key: The message key used to access the CPIC gun files is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CGQ. The complete message key NQCN.CGQ. will carry your inquiry to CPIC gun files to check the registration and stolen files.
2. Serial Number: The serial number of the gun is a required inquiry identifier and must be prefaced with the field code SER/. Serial number must not exceed 23 characters.
3. Type: You must indicate the "type" of gun in every gun inquiry. Specific type codes must be used to complete the field. Field code TYP/ must precede the code.

TYPE CODES

<u>Description</u>	<u>Code</u>
Shotgun	SG
Rifle	RI
Other Types	OT

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IV.A. CONSTRUCTING A GUN INQUIRY (Continued)

4. Reason For Inquiry: Each gun inquiry must indicate the reason the request is being initiated. Field code RSN/ must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason For Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

5. Person/Property in Sight: Each gun inquiry must indicate if the requestor has the person or property in sight. Field code PPS/ must be followed by an N for no, or a Y for yes.

6. Sample Gun Inquiries:

(1) (2) (3) (4) (5)
a) NQCN.CGQ.SER/34567890123.TYP/SG.RSN/V.PPS/Y.

1= Gun inquiry message key NQCN.CGQ.
2= Serial number
3= Type of gun; shotgun
4= Reason for inquiry; violent crime
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
b) NQCN.CGQ.SER/TESTGUN123.TYP/RI.RSN/N.PPS/N.

1= Gun inquiry message key NQCN.CGQ.
2= Serial number
3= Type of gun; rifle
4= Reason for inquiry; narcotics
5= Person/Property in Sight; no

B. RESPONSE SOURCES

After making a Gun inquiry to Canada, a response will be received from CPIC stolen gun file and the Canadian gun registration file. No response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IV. INQUIRY INTO THE CANADIAN GUN FILE (Continued)

C. RESPONSE INTERPRETATION

1. Registration Information -- Canadian law requires certain types of weapons to be registered. CPIC provides gun registration information in response to an inquiry on a restricted weapon. The registration portion of the response is recognizable by these lines:

"QUERY POSSIBLE HITS FOR

RWRO SERIAL: 123 TYPE: SG"

The remainder of the registration response contains serial number, make, type (may be listed as RW for restricted weapon), action, caliber, barrel length, certification number, and owner name.

2. Gun Hits from CPIC -- CPIC contains several types of hits in their stolen gun file. Unlike CPIC Vehicle and Person records, Gun records must be confirmed via directed message to the originating Canadian agency after it has been verified that the gun inquired upon matches the gun identified in the hit.

a. Types of Gun Hits

Stolen

Lost or Missing

Recovered

Pawned or Loaned*

Associated with other CPIC record**

* Pawned or loaned for CPIC purposes is defined as guns accepted from individuals as collateral for loans and guns obtained by direct purchase where there is reason to believe they may have been stolen.

** There may be occasions when a CPIC gun record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IV.C.2. Gun Hits from CPIC (Continued)

b. Confirming CPIC Gun Hits -- There is no automatic confirmation by CPIC on Gun hits. The agency receiving a hit must:

- 1) Verify that the gun in the hit response is the same as the gun inquired upon,
- 2) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place CN at the front of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON3Ø57Ø

ORI for Hit Confirmation message: CNON3Ø57Ø

- 3) Once it has been confirmed that the gun in question is the correct gun, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the gun.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IV.C. RESPONSE INTERPRETATION (Continued)

3. Sample CPIC Gun Hit

Inquiry: NQCN.CGQ.SER/TESTGUN123.TYP/RI.RSN/N.PPS/Y.

Response:

FROM CN
UYA 14.54.05 05/04/92 CNON10059
IL08495A1

** FROM CPIC - GUN FILE **

```
*****
* POSSIBLE CPIC GUN HIT.                                     *
*                                                             *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
*                                                             *
* CONFIRMATION ON THE SELECTED GUN MUST BE ACCOMPLISHED USING   *
* AN AM MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.                   *
*                                                             *
* YOU MUST INSERT CN BEFORE THE 7-DIGIT CANADIAN AGENCY IDENTIFIER *
* IN THE RECORD.                                                 *
*                                                             *
* (EXAMPLE: ENTERED BY: TORONTO PF ON30570 ON 1991-01-01)      *
*                                                             *
* DESTINATION ORI FOR CONFIRMATION WOULD BE CNON30570.         *
*****
```

QUERY POSSIBLE HITS FOR

GUN TYPE: RI SER: TESTGUN123
REM: 21H,IL08495A1

***NO: 1

SER: TESTGUN123 TYPE: RI STATUS: STOLEN MAKE: REM MODEL: RG10S
EXP: 1997-02-10
ITEM: SA CAL: 3030 BBL: 406 MM (16 INS) SHOTS: 10
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACUPIES-TEST-GUN
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON 1992-02-10
CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

RWRO QUERY NOT ON FILE

SERIAL: TESTGUN123 TYPE: RI
REM: 21H,IL08495A1
04MAY92/15:53/08

INTERPOL - OTTAWA, CANADA.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IV.C. RESPONSE INTERPRETATION (Continued)

4. Hit Interpretation -- The first three lines of the hit provide a date and time stamp. The fourth line, "***FROM CPIC - GUN FILE **", identifies the record as a CPIC Gun hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching CN. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides the gun serial number, make, model, caliber, and the ORA information. The response is concluded with a notation that registration information is not on file and the date and time.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

V. INQUIRY INTO THE CANADIAN ARTICLE FILE

LEADS users may initiate an inquiry to CPIC to access the stolen Article files. All Article inquiries must contain a reason for inquiry and an indication if the article is in sight of the officer making the request. The identifiers from the article required for inquiry are serial number and type.

A. CONSTRUCTING AN ARTICLE INQUIRY

1. Message Key: The message key used to access the CPIC Article files is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CAQ. The complete message key NQCN.CAQ. will carry your inquiry to the CPIC Article files.
2. Serial Number: The serial number (maximum 23 positions) of the article is a required inquiry identifier and must be prefaced with the field code SER/.
3. Type: You must indicate the "type" of article in every article inquiry. Specific type codes must be used to complete the field. Field code TYP/ must precede the code.

ARTICLE TYPE CODES

<u>Description</u>	<u>Code</u>
DOMESTIC APPLIANCES (stoves, washers, etc.)	AA
NON-MOTORIZED BICYCLES (mountain bikes, tandems, 10-speeds, etc.)	BI
HOUSEHOLD PROPERTY (rugs, furniture, etc.)	HH
JEWELRY (watches, rings, etc.)	JE
MUSICAL INSTRUMENTS	MI
MACHINERY AND TOOLS (electrical motors, non-riding lawn mowers, etc.)	MT
OFFICE MACHINES AND EQUIPMENT (computers)	OM
PERSONAL ACCESSORIES (hearing aids, luggage, etc.)	PA
PHOTOGRAPHY EQUIPMENT (cameras, enlargers, etc.)	PE
RADIO, TV, VCR, SOUND-REPRODUCING EQUIPMENT	RA
SCIENTIFIC, OPTICAL, AND MEASURING DEVICES (binoculars, etc.)	SC
SPORTING GOODS AND HOBBY EQUIPMENT (skis, model aircraft, scuba equipment, etc.)	SP
ALL OTHER ARTICLES (animals, vending machines, precious metals, etc.)	OT

Illinois LEADS Reference Manual

FIELD SERVICES (3)

V.A. CONSTRUCTING AN ARTICLE INQUIRY (Continued)

4. Reason For Inquiry: Each article inquiry must indicate the reason the request is being initiated. Field code **RSN/** must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason for Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

5. Person/Property in Sight: Each article inquiry must indicate if the requestor has the person or property in sight. Field code **PPS/** must be followed by an N for no, or a Y for yes.

6. Sample Inquiries:

(1) (2) (3) (4) (5)
a) **NQCN.CAQ.SER/TEST12345.TYP/BI.RSN/S.PPS/Y.**

1= Article inquiry message key NQCN.CAQ.
2= Serial number
3= Type of article; bicycle
4= Reason for inquiry; theft
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
b) **NQCN.CAQ.SER/1234567893.TYP/OM.RSN/N.PPS/N.**

1= Article inquiry message key NQCN.CAQ.
2= Serial number
3= Type of article; office machine
4= Reason for inquiry; narcotics
5= Person/Property in Sight; no

Illinois LEADS Reference Manual

FIELD SERVICES (3)

V. INQUIRY INTO THE CANADIAN ARTICLE FILE (Continued)

B. RESPONSE SOURCES

After making an Article Inquiry to Canada, a response will be received from CPIC. No response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC.

C. RESPONSE INTERPRETATION

1. Article Hits from CPIC -- CPIC contains several types of hits in their stolen article file. Unlike CPIC Vehicle and Person records, Article records must be confirmed via directed message to the originating Canadian agency after it has been verified that the article inquired upon matches the article identified in the hit.

a. Types of Article hits

Stolen
Lost or Missing
Recovered, Found, or Seized
Pawned or Loaned*
Associated with other CPIC record**

* Pawned or loaned for CPIC purposes is defined as items of property accepted from individuals as collateral for loans and articles obtained by direct purchase where there is reason to believe they may have been stolen.

** There may be occasions when a CPIC article record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

- b. Confirming CPIC Article hits -- There is no automatic confirmation by CPIC on Article hits. The agency receiving a hit must:

- 1) Verify that the Article in the hit response is the same as the article inquired upon,
- 2) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place CN at the front of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON3Ø57Ø

ORI for Hit Confirmation message: CNON3Ø57Ø

- 3) Once it has been confirmed that the article in question is the correct article, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the article.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

V.C. RESPONSE INTERPRETATION (Continued)

2. Sample CPIC Article Hit

Inquiry: NQCN.CAQ.SER/TEST12345.TYP/RA.RSN/N.PPS/Y.

Response:

FROM CN
JYA 08.45.41 05/05/92 CNON10059
IL08495J1

** FROM CPIC - ARTICLE FILE **

```
*****
* POSSIBLE CPIC ARTICLE HIT.                                     *
*                                                                 *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
*                                                                 *
* CONFIRMATION ON THE SELECTED ARTICLE MUST BE ACCOMPLISHED USING *
* AN AM MESSAGE ADDRESSES TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.                     *
*                                                                 *
* YOU MUST INSERT CN BEFORE THE 7-DIGIT CANADIAN AGENCY IDENTIFIER *
* IN THE RECORD.                                                  *
*                                                                 *
* (EXAMPLE: ENTERED BY: TORONTO PF ON30570 ON 1991-01-01)        *
*                                                                 *
* DESTINATION ORI FOR CONFIRMATION WOULD BE CNON30570.           *
*****
```

QUERY POSSIBLE HITS FOR

ARTICLE

TYPE: RA SER: TEST12345

REM: 20H,IL08495J1

***NO: 1

SER: TEST12345

TYPE: RA STATUS: STOLEN EXP: 1995-04-01

ITEM: TELEVISION MAKE: PANASONIC

REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE

CASE: ACUPIES-TEST-ART

ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES

TOTAL HITS ON FILE: 1

05MAY92/09:45/09

INTERPOL - OTTAWA, CANADA.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

V.C. RESPONSE INTERPRETATION (Continued)

3. Hit Interpretation -- The first three lines of the hit provide a date and time stamp. The fourth line, "**FROM CPIC - ARTICLE FILE**", identifies the record as a CPIC Article hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching CN. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides the serial number, type of article, brand, and the ORA information. The response is concluded with file and date and time.

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FIELD SERVICES (3)

VI. INQUIRY INTO THE CANADIAN BOAT FILE

LEADS users may initiate an inquiry to CPIC to access the stolen Boat files. Boat registration will also be provided as a result of an inquiry to CPIC on a boat. The CPIC Boat file contains records on water craft including; small open vessels, large vessels, ships, sail boats, rowboats, etcetera. All boat inquiries must contain a reason for inquiry and an indication if the boat is in sight of the officer making the request. The identifiers that may be used from the boat for inquiry are the boat hull number, license number, registration number, or name. The CPIC boat file may also be checked for stolen boat motors. Inquiry on a motor requires serial number with an optional type code.

A. CONSTRUCTING A BOAT INQUIRY

1. Message Key: The message key used to access the CPIC Boat files is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CBQ. The complete message key NQCN.CBQ. will carry your inquiry to the CPIC stolen boat and boat registration files.
2. Inquiry Identifiers: Several identifiers are available to generate a boat inquiry through CPIC. Any one of these may be used. Regardless of which identifier is used, CPIC will search all identifier fields to compensate for human error. For example, if an inquiry using license number 1234 is made, and there is a boat listed with a hull number of 1234, a response could be received based on the hull number.
 - a. License Number: Field code LIC/ must precede the number. License number must be no longer than 10 characters.
 - b. Boat Hull Number: The boat hull number (Hull Identification Number; HIN) may also be used as the inquiry identifier. Field code BHN/ must precede the number. Hull number must not exceed 12 characters.
 - c. Registration Number: Preface the registration number with field code REG/. Larger vessels do not have to be licensed, but must be registered. Registration number must not exceed 7 characters.
 - d. Name: The name of the boat must be prefaced with field code NAM/. Boat name must not exceed 13 characters.
 - e. Serial Number: The serial number is used to inquire on boat motors only. Field code SER/ must preface the number. Motor serial number must not exceed 18 positions.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VI.A. CONSTRUCTING A BOAT INQUIRY (Continued)

3. Type: Type is an optional field that may be used when inquiring on a boat motor (SER/). If used, it must be prefaced with field code **TYP/**.

BOAT TYPE CODES

<u>Description</u>	<u>Code</u>
Inboard	INB
Outboard	OUTB
Inboard/Outboard	INOUT
Other	OT

4. Reason for Inquiry: Each boat inquiry must indicate the reason the request is being initiated. Field code **RSN/** must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason for Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

5. Person/Property in Sight: Each boat inquiry must indicate if the requestor has the person or property in sight. Field code **PPS/** must be followed by an N for no, or a Y for yes.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VI.A. CONSTRUCTING A BOAT INQUIRY (Continued)

6. Sample Inquiries:

(1) (2) (3) (4)
a) NQCN.CBQ.LIC/53JNTEST.RSN/H.PPS/Y.

1= Boat inquiry message key; NQCN.CBQ.
2= License number
3= Reason for inquiry; humanitarian
4= Person/Property in Sight; yes

(1) (2) (3) (4)
b) NQCN.CBQ.BHN/Ø7364G17289.RSN/N.PPS/N.

1= Boat inquiry message key; NQCN.CBQ.
2= Boat Hull number
3= Reason for inquiry; narcotics
4= Person/Property in Sight; no

(1) (2) (3) (4)
c) NQCN.CBQ.NAM/SERENITY.RSN/V.PPS/Y.

1= Boat inquiry message key; NQCN.CBQ.
2= Name of the boat; Serenity
3= Reason for inquiry; violent crime
4= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
d) NQCN.CBQ.SER/12354354.TYP/OUTB.RSN/S.PPS/Y.

1= Boat inquiry message key; NQCN.CBQ.
2= Serial number of boat motor
3= Type of motor (optional field); outboard
4= Reason for inquiry; theft
5= Person/Property in Sight; yes

B. RESPONSE SOURCES

After making a Boat inquiry to Canada, a response will be received from CPIC and the Canadian boat registration files. No response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC.

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FIELD SERVICES (3)

VI. INQUIRY INTO THE CANADIAN BOAT FILE (Continued)

C. RESPONSE INTERPRETATION

1. Boat Hits from CPIC -- CPIC contains several types of hits in their stolen Boat file. Unlike CPIC Vehicle and Person records, Boat records must be confirmed via directed message to the originating Canadian agency after it has been verified that the boat inquired upon matches the boat identified in the hit.

a. Types of Boat hits

Stolen
Missing
Abandon
Associated to another record**

** There may be occasions when a CPIC boat record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

- b. Confirming CPIC Boat hits -- There is no automatic confirmation by CPIC on Boat hits. The agency receiving a hit must:

- 1) Verify that the boat or motor in the hit response is the same as the boat or motor inquired upon,
- 2) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place CN at the front of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON3Ø57Ø

ORI for Hit Confirmation message: CNON3Ø57Ø

- 3) Once it has been confirmed that the boat in question is the correct one, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the boat.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VI.C. RESPONSE INTERPRETATION (Continued)

2. Sample CPIC Boat Hit

Inquiry: NQC.N.CBQ.NAM/SERENITY.RSN/N.PPS/Y.

Response:

FROM CN

VYA 14.10.19 05/05/92 CNON10059

IL08495V1

** FROM CPIC - BOAT FILE **

```
*****
* POSSIBLE CPIC BOAT HIT.                                     *
*                                                                 *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
*                                                                 *
* CONFIRMATION ON THE SELECTED BOAT MUST BE ACCOMPLISHED USING   *
* AN AM MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.                   *
*                                                                 *
* YOU MUST INSERT CN BEFORE THE 7-DIGIT CANADIAN AGENCY IDENTIFIER *
* IN THE RECORD.                                                 *
*                                                                 *
* (EXAMPLE: TORONTO PF ON30570 1991-01-01 12:00)                 *
*                                                                 *
* DESTINATION ORI FOR CONFIRMATION WOULD BE CNON30570.          *
*****
```

QUERY BOAT NAME: SERENITY

REM: 27H,IL08495V1

PEEL REGIONAL P F ON30535 1991-04-17 15:10

BOAT POWERBOAT BLUE 8 M (26 FT)

PROWLER INBOARD EXP: 1996-04-16 STATUS:STOLEN

LIC: 30E12374 NAME: SERENITY

REM: STOLEN- PROWLER MOTORBOAT \$70000 CASE: PR91-051670.12

ASSOCIATED TO

PEEL REGIONAL P F ON30535 1991-04-17 15:10

STOLEN-VEH TRLR 1989 HOME MAD TRLR BLACK

LIC: F92547 ONT 1991 VIN: 134901907 EXP: 1996-04-16

REM: STOLEN BOAT TRAILER *RO* KBC AND ASSOCIATES

CASE: PR91-051670.12

CONFIRM WITH ORIGINATING AGENCY

05MAY92/15:09/42

INTERPOL - OTTAWA, CANADA.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VI.C. RESPONSE INTERPRETATION (Continued)

3. Hit Interpretation -- The first three lines of the hit provide a date and time stamp. The fourth line, "***FROM CPIC - BOAT FILE**", identifies the record as a CPIC Boat hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching CN. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides the registration number, make, model, hull number, color, etcetera. This record is also associated to a CPIC vehicle record for a stolen boat trailer. The response is concluded with the date and time.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VII. INQUIRY INTO THE CANADIAN SECURITIES FILE

LEADS users may initiate an inquiry to CPIC to access the Securities files. The CPIC Securities file contains records on stolen bonds, Canadian-issued currency, foreign-issued currency, money orders, traveller's checks, Canadian and foreign passports, stocks, vehicle documents, and other types of securities. All security inquiries must contain a reason for inquiry and an indication if the security is in sight of the officer making the request. The identifiers that may be used from the security for inquiry are serial number, corporation name, issuer, or name of the owner. The type of security must also be indicated.

A. CONSTRUCTING A SECURITY INQUIRY

1. Message Key: The message key used to access the CPIC Security file is structured differently than those for the Vehicle and Persons files. A standard message key of NQCN. must be followed by the message key CSQ. The complete message key NQCN.CSQ. will carry your inquiry to the CPIC Security file.
2. Inquiry Identifiers: Several identifiers are available to generate a security inquiry through CPIC. Any one of the identifiers may be used.
 - a. Serial Number: Field code SER/ must precede the number. Must be used with valid type code. Maximum 23 characters.
 - b. Corporate Name: The name of the corporation issuing a corporate bond or debenture (includes banks, trust companies, credit unions, charitable/religious groups, and cooperatives) may be used as the inquiry identifiers with an applicable type code. Field code COR/ must precede the number. Maximum 30 characters.
 - c. Issuer: The name of the issuer of a stock(s) may be used as an identifier with a valid type code. Preface the issuer name with field code ISS/. Maximum 30 characters.
 - d. Name: The last name of the owner of a security may be used as an identifier with a valid type code. The name must be prefaced with field code NAM/. Maximum 14 characters.
3. Type: A valid type code must be indicated with every security inquiry. The type code must be valid for the identifier used in the inquiry. The type code must be prefaced with field code TYP/.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VII.A.3. Type (Continued)

SECURITY TYPE CODES

<u>Description</u>	<u>Code</u>
Corporate Bonds, debentures issued by corporations; includes banks, trust companies, charitable/religious groups, credit unions, and co-operatives	BD
Canadian-issued currency	CC
Foreign-issued currency	CU
Stolen, lost, or fraudulent identification documents	ID
Money orders, traveller's checks	MO
Passports; Canadian and foreign	PP
Federal, provincial and municipal bonds and debentures	SB
Stocks	ST
Vehicle documents	VD
All other security documents	OT

VALID IDENTIFIER AND TYPE COMBINATIONS

<u>Inquiry Identifier</u>	<u>Use Type Code(s)</u>
Serial Number	any
Corporation name	SB, BD, MO, OT
Issuer	ST
Owner name	BD, ID, MO, PP, SB, VD, OT

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VII.A. CONSTRUCTING A SECURITY INQUIRY (Continued)

4. Reason for Inquiry: Each security inquiry must indicate the reason the request is being initiated. Field code RSN/ must be followed by a valid code.

REASON FOR INQUIRY CODES

<u>Reason for Request</u>	<u>Code</u>
Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

5. Person/Property in Sight: Each security inquiry must indicate if the requestor has the person or property in sight. Field code PPS/ must be followed by an N for no, or a Y for yes.

6. Sample Inquiries:

(1) (2) (3) (4) (5)
a) NQCN.CSQ.SER/TESTSEC12345.TYP/PP.RSN/S.PPS/Y.

1= Security inquiry message key; NQCN.CSQ.
2= Serial number
3= Type code; passport
4= Reason for inquiry; theft
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
b) NQCN.CSQ.COR/BANK OF ONTARIO.TYP/SB.RSN/N.PPS/N.

1= Security inquiry message key; NQCN.CSQ.
2= Issuing corporation name
3= Type code; federal/provincial/municipal bond/debenture
4= Reason for inquiry; narcotics
5= Person/Property in Sight; no

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FIELD SERVICES (3)

VII.A.6. Sample Inquiries (Continued)

(1) (2) (3) (4) (5)
c) NQCN.CSQ.ISS/IBM.TYP/ST.RSN/V.PPS/Y.

1= Security inquiry message key; NQCN.CSQ.
2= Issuer; IBM
3= Type; stock
4= Reason for inquiry; violent crime
5= Person/Property in Sight; yes

(1) (2) (3) (4) (5)
d) NQCN.CSQ.NAM/DOORIGHT.TYP/MO.RSN/S.PPS/Y.

1= Security inquiry message key; NQCN.CSQ.
2= Last name of the owner
3= Type of security; traveller's check
4= Reason for inquiry; theft
5= Person/Property in Sight; yes

B. RESPONSE SOURCES

After making a Security inquiry to Canada, a response will be received from CPIC. No response will be received from LEADS or NCIC CHF. A separate inquiry must be made to check LEADS and NCIC.

C. RESPONSE INTERPRETATION

1. Security Hits from CPIC -- CPIC contains several types of hits in their Security file. Unlike CPIC Vehicle and Person records, Security records must be confirmed via directed message to the originating Canadian agency after it has been verified that the security inquired upon matches the security identified in the hit.

a. Types of Security hits

Stolen
Lost or Missing
Pawned or Loaned
Counterfeit
Fraudulent and recovered securities; bonds, currency, credit cards,
ID's, traveller's checks, and passports
Associated to another record**

** There may be occasions when a CPIC security record is tied to another CPIC record(s), much like a "pointer" record. In these cases, the hit(s) will clearly illustrate the association with another record.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VII.C.1. Security Hits from CPIC (Continued)

b. Confirming CPIC Security hits -- There is no automatic confirmation by CPIC on Security hits. The agency receiving a hit must:

- 1) Verify that the security in the hit response is the same as the security inquired upon,
- 2) Send a Hit Confirmation directed message (LFR.ADMHCREQ.) to the originating Canadian agency. A seven character agency identifier will be provided in the hit response. Place CN at the front of the seven character identifier to form a complete ORI.

Sample seven character identifier: ON3Ø57Ø

ORI for Hit Confirmation message: CNON3Ø57Ø

- 3) Once it has been confirmed that the security in question is the correct one, and that the status in CPIC is current and correct, it can be impounded pending specific instructions from the agency that entered the record into CPIC. The recovering agency may also contact Washington INTERPOL for assistance regarding the disposition of the security.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VII.C. RESPONSE INTERPRETATION (Continued)

2. Sample CPIC Security Hit

Inquiry: NQCN.CSQ.SER/TESTSEC12345.TYP/ST.RSN/N.PPS/Y.

Response:

FROM CN
KUK 11.25.21 04/24/92 CNON10059
IL08496T4

** FROM CPIC - SECURITY FILE **

```
*****
* POSSIBLE CPIC SECURITY HIT.                                     *
*                                                                 *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
*                                                                 *
* CONFIRMATION ON THE SELECTED SECURITY MUST BE ACCOMPLISHED USING *
* AN AM MESSAGE ADDRESSES TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD.                   *
*                                                                 *
* YOU MUST INSERT CN BEFORE THE 7-DIGIT CANADIAN AGENCY IDENTIFIER *
* IN THE RECORD.                                                 *
*                                                                 *
* (EXAMPLE: ENTERED BY: TORONTO PF ON30570 ON 1991-01-01)       *
*                                                                 *
* DESTINATION ORI FOR CONFIRMATION WOULD BE CNON30570.          *
*****
```

QUERY POSSIBLE HITS FOR
SECURITY
TYPE: ST SER: TESTSEC12345
REM: 22H,IL08496T4

***NO: 1

SER: TESTSEC12345
TYPE: ST STATUS: STOLEN
ISSUER: NELSON INDUSTRIES LTD DEN: 50 EXP: 1995-04-01
CORP: NELSON INDUSTRIES
REM: TEST RECORD FOR CANADIAN-USE ACUPIES INTERFACE
CASE: ACUPIES-TEST-SEC1
ENTERED BY: INTERPOL NAT. CENT. BUREAU ON10059 ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE: 1

24APR92/12:22/03

INTERPOL - OTTAWA, CANADA.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

VII.C. RESPONSE INTERPRETATION (Continued)

3. Hit Interpretation -- The first three lines of the hit provide a date and time stamp. The fourth line, "***FROM CPIC - SECURITY FILE**", identifies the record as a CPIC Security hit. The box section provides information on confirming the hit; send a directed message to the ORA, convert the seven character identifier to a nine digit ORI by attaching CN. The information following the box is the actual hit. Note that the inquiry identifiers are repeated (QUERY POSSIBLE HIT FOR...). The remainder of the information provides serial number, type issuer, denomination, etcetera. The response is concluded with the date and time.

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FIELD SERVICES (3)

VIII. CPIC HITS VERSUS NCIC HITS

When inquiring directly through Canada, you may hit on a record in CPIC. Inquiries to Canada are not forwarded to NCIC, therefore a separate inquiry is required. When making a vehicle or persons inquiry through LEADS/NCIC, you may receive a hit from NCIC that contains a Canadian ORA. NCIC still maintains persons (Foreign Fugitive File) and vehicle records on behalf of Canadian INTERPOL, Washington (DCINTERJO) acts as the liaison between your agency and Canada. A Canadian hit received from NCIC is confirmed by sending a directed message to INTERPOL, Washington. In this circumstance, you may wish to re-inquire through CPIC to take advantage of the automatic confirmation process. It may still be necessary, however, to obtain additional information or details from INTERPOL, Washington.

NOTE: CPIC does not provide automated confirmation for Gun, Article, Boat, or Security hits. These records must be confirmed by directed message to the entering Canadian agency. Therefore, it would be of no value, other than informational, to re-inquire through CPIC based on an NCIC hit on those files.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

IX. CANADIAN CRIMINAL HISTORY RECORDS

Currently, there is no on-line method to obtain Criminal History Record Information from Canada. CPIC is currently working with NLETS to make these records available to United States law enforcement agencies. In the near future, a LEADS user will be able to initiate a CHRI inquiry to CPIC.

Illinois LEADS Reference Manual

FIELD SERVICES (3)

X. DIRECTED MESSAGES TO CANADIAN AGENCIES

In the event your agency has information that effects the safety of Canadian officers or citizens, you may send a directed message to the appropriate Canadian agency(s). Restrictions and regulations regarding directed messages can be found in LEADS Reference Manual, Volume III, NLETS.

A. ORI Directory -- If you need to obtain an ORI for a Canadian agency, it can be found in ORION.

1. ORION Format -- Call up the ORION format, LFR.FORI, backspace onto the IL, and change it to a CN to obtain a Canadian ORI. Type the city name in the location (LOC/) field and transmit.

2. From the ORI listing returned for your inquiry, select the applicable ORI.

B. Message Format -- You may use the Directed Message Format LFR.ADM just as you would to send a message out-of-state. (For details, see Volume III, Directed Messages.) The only capability not available when sending a Directed Message to Canada is multi-destinations. You may only send a message to one agency at a time.

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FIELD SERVICES (3)

CONSOLE CHEAT SHEET - CANADIAN INQUIRIES

PROVINCE CODES:

Alberta	AT
British Columbia	BC
Manitoba	MB
New Brunswick	NK
Newfoundland	NF
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SN
Northwest Territories	NT
Yukon Territories	YT
Canada	CN
Region Inquiry (VINs)	CP

REASON CODES (RSN):

Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

PERSON/PROPERTY CODES (PPS):

Person/Property in Sight	Y = Yes
Not in Sight	N = No

SAMPLE VEHICLE INQUIRIES:

Inquiry by License: NQON.LIC/143CSS.RSN/H.PPS/Y. (Inquiry by License must be directed to a specific Province/Territory.)

Inquiry by VIN: NQBC.VIN/WP0AA0918KS450001.RSN/T.PPS/Y. (Obtains check of CPIC for Stolen, etc., and Province Registration.)

NQCN.VIN/WP0AA0918KS450001.RSN/F.PPS/N. (Obtains 10-29 only through CPIC - no registration information.)

NQCP.VIN/WP0AA0918KS450001.RSN/V.PPS/N. (Obtains 10-29 from CPIC Vehicle Files and checks all provinces for registration - will return any registration found.)

SAMPLE PERSONS INQUIRIES:

Inquiry by NAM/SEX/DOB:

NQCN.NAM/LEPUE,PEPE S.SEX/M.DOB/033068.RSN/T.PPS/Y. (Will obtain a 10-29 only from CPIC.)

Inquiry by NAM/SEX/DOB/OLN:

NQAT.NAM/LEBUISE,FIFI .SEX/F.DOB/042055.OLN/29353018.RSN/N.PPS/N. (Inquiry to obtain 10-29 and Drivers must be directed to specific province and include OLN with NAM.SEX.DOB.)

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FIELD SERVICES (3)

CONSOLE CHEAT SHEET - CANADIAN INQUIRIES

GUN INQUIRY -- MESSAGE KEY: **NQCN.CQG.** SERIAL NUMBER: **SER/xxxxxx.**
TYPE: **TYP/xx.** REASON: **RSN/x.** (see opposite side for codes)
PERSON/PROPERTY IN CUSTODY: **PPS/x.** Y= yes N= no
GUN TYPE CODES: SG = SHOTGUN RI = RIFLE OT = OTHER

SAMPLE INQUIRY: **NQCN.CQG.SER/123.TYP/SG.RSN/N.PPS/Y.**

ARTICLE INQUIRY -- MESSAGE KEY: **NQCN.CAQ.** SERIAL NUMBER: **SER/xxxxxx.**
TYPE: **TYP/xx.** REASON: **RSN/x.** (see opposite side for codes)
PERSON/PROPERTY IN CUSTODY: **PPS/x.** Y= yes N= no

TYPE CODES: Domestic appliances (stoves, washers).....AA
Non-motorized bicycles...BI Household Property (rugs, furniture)...HH
Jewelry.....JE Musical Instruments.....MI
Machinery/Tools.....MT Office machines/equipment.....OM
Personal accessories (hearing aids, luggage).....PA
Photography equipment....PE Radio/TV/VCR/sound/video.....RA
Scientific, optical, measuring devices.....SC
Sporting goods/hobby equipment.....SP
All other Articles.....OT

SAMPLE INQUIRY: **NQCN.CAQ.SER/123456.TYP/PA.RSN/S.PPS/N.**

BOAT INQUIRY -- MESSAGE KEY: **NQCN.CBQ.**
IDENTIFIERS: LICENSE **LIC/xxxx.** HULL NUMBER **BHN/xxxxx.**
REGISTRATION NUMBER **REG/xxxxxx.** NAME **NAM/xxxxxx.**
BOAT MOTOR SERIAL: **SER/xxxxxxx.** (inquiry on boat motors only)
TYPE: Optional. Use with Motor inquiry only. **TYP/xxxxxx.**
REASON: **RSN/x.** (see opposite side for codes)
PERSON/PROPERTY IN CUSTODY: **PPS/x.** Y= yes N= no

TYPE CODES: Inboard= INB Outboard=OUTB Inboard/outboard= INOUT Other= OT

SAMPLE INQUIRY: **NQCN.CBQ.NAM/SERENITY.RSN/N.PPS/Y.**
Boat Motor: **NQCN.CBQ.SER/xxxxxx.TYP/INB.RSN/H.PPS/Y.**

SECURITY INQUIRY -- MESSAGE KEY: **NQCN.CSQ.**
IDENTIFIERS: SERIAL **SER/xxxx.** CORP. NAME **COR/xxxx.** ISSUER **ISS/xxxx.**
NAME **NAM/xxxxxx xxxx.**
TYPE: **TYP/xx.** REASON: **RSN/x.** (see opposite side for codes)
PERSON/PROPERTY IN CUSTODY: **PPS/x.** Y= yes N= no

TYPE CODES: With Corp name, use SB, BD, MO, OT. With Issuer, use ST. With
Owner name, use BD, ID, MO, PP, SB, VD, OT. Use any TYP with Serial.

BD= Corp bonds/debentures CC= Canadian currency CU= Foreign currency
ID= stolen/lost/fraud ID documents MO= money orders/checks PP= passports
SB= Federal/provincial/municipal bonds ST= stocks VD= vehicle documents
OT= all other security documents

SAMPLE INQUIRY: **NQCN.CSQ.SER/153356.TYP/PP.RSN/S.PPS/N.**

HIT PROCEDURES
(HIT)

HIT PROCEDURES
(HIT)

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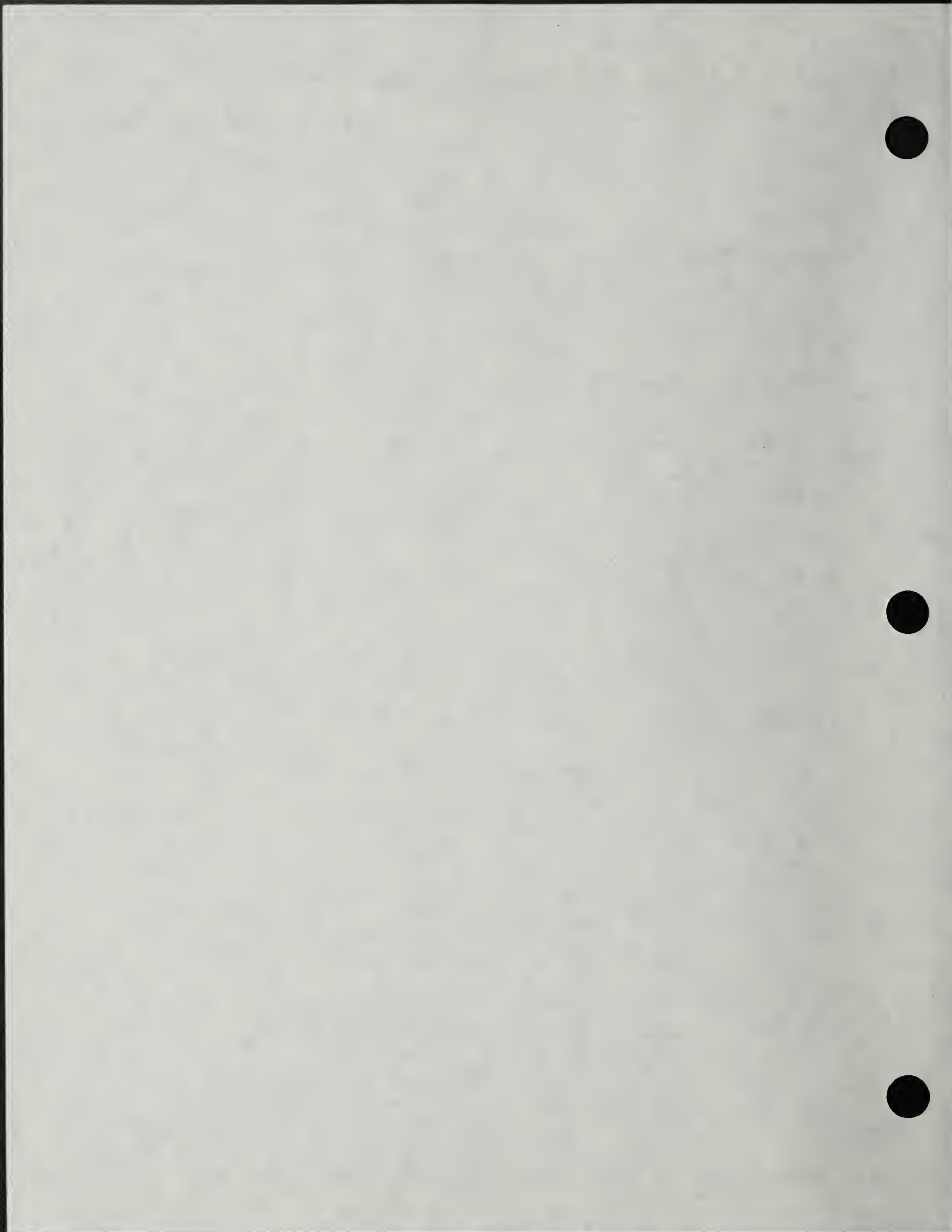
Chapter 4

H I T P R O C E D U R E S

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HIT PROCEDURES (4)

I. INTRODUCTION

A. PURPOSE

The purpose of this chapter is to provide uniform guidelines and procedures regarding the exchange of Computerized Hot File (CHF) data by radio between communications personnel and officers on patrol. The objectives of this chapter are to assist agencies in the enhancement of officer safety and to protect law enforcement agencies and their employees from civil liability as related to the action taken based upon computerized hot file information. The Illinois State Police have utilized this procedure effectively to achieve the above objectives. While agencies are required by LEADS/NCIC regulations to follow the procedures provided for the confirmation of a record, locating records, and the maintenance of a positive response file, some adaptation to other portions of hit procedure may be necessary to meet specific agency needs. It is strongly recommended that all law enforcement agencies establish written departmental policy governing hit procedure within their specific agency.

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HIT PROCEDURES (4)

I. INTRODUCTION (Continued)

B. DEFINITIONS

1. Hit: A positive response message to an inquiry producing a record from the Computerized Hot Files of LEADS and/or NCIC which is identical to some or all of the identifiers submitted in the inquiry.
 - a. A hit is investigative information only. The hit provides information for decision making by police officers, investigators, judges, etc. The information furnished by the hit must be evaluated along with other facts known to the officer. A hit is one fact which may be added to the other facts obtained by the officer in establishing sufficient legal grounds for arrest. A hit is an informational tool.
 - b. A LEADS and/or NCIC hit alone may be used by the officer as reasonable grounds for detention of persons and/or property at the scene. However, only after documented confirmation with the originating authority is probable cause provided to effect an actual arrest or recovery.
2. Valid Hit: To the LEADS operator - A hit that contains identifiers that are an exact match or a reasonably close match to the identifiers given in the inquiry. A valid hit will be disseminated to the inquiring source.

To the officer - A hit that contains identifiers that are an exact match or a reasonably close match to the visible identifiers of the person or property inquired upon. A valid hit establishes that there are reasonable grounds to initiate recovery or detention.
3. Invalid Hit: To the LEADS operator - A hit that does not contain identifiers that are an exact match or a reasonably close match to the identifiers given in the inquiry. An invalid hit would not be disseminated to the inquiring source.

To the officer - A hit that does not contain identifiers that are an exact match or a reasonably close match to the visible identifiers of the person or property inquired upon. An invalid hit does not provide reasonable grounds to initiate recovery or detention.
4. Exact Match: An exact match occurs when the inquiry identifiers and the corresponding fields in the hit response are identical.
5. Phonic Match: A phonic match occurs when the name in the hit response and the name inquired upon sound alike or could be pronounced alike, but are spelled differently. A phonic match can occur with a last name (Byrd vs. Bird) or a first name (Jeffrey vs. Geoffrey).
6. Inverted Match: After determining the last name to be an exact or phonic match, the operator continues the comparison of the inquiry to the hit response using the first name, middle name, and/or initials. An inverted match occurs when the first name and middle name/initial are reversed as compared to the inquiry (Steven Robert vs. Robert Steven).

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

I.B. DEFINITIONS (Continued)

7. Diminutive Match: Diminutive names are those which may be shortened or abbreviated (e.g., Ed for Edward, Jon for Jonathan) or which may be altered (e.g., Tony for Anthony, Betsy for Elizabeth) in both inquiries and Wanted/Missing Persons entries. A diminutive match occurs when the formal name of the inquiry matches the diminutive names of the response, or conversely, when the diminutive name of the inquiry matches the formal name of the response.
8. Initial Match: After determining the last name in an inquiry to be either an exact, or phonic match, the operator goes on to make a comparison of the first name and middle initial, looking for various types of matches. One of the matches that may be found is the Initial Match. An Initial Match occurs when:
 - a. A first initial is used in the inquiry and results in a match to a first initial in a hit response.
 - b. The first letter of the first name in the inquiry matches the first initial contained in a hit response.
 - c. A first initial is used in the inquiry and matches the first letter of the first name in a hit response.

EXAMPLES: Inquiry: Brown, J. Response: Brown, J.
 Inquiry: Brown, Allen Response: Brown, A.
 Inquiry: Brown, A. Response: Brown, Allen

NOTE: While other initial match combinations will be received, those matches should have additional influencing factors to be determined valid to the operator. For example, an inquiry of Wilson, W. Allan with a response of Wilson, Ralph W. should be considered valid to the operator with an additional influencing factor of a similarity in a Social Security number.

9. Alias Name Cross-Match: Alias name cross-match occurs when the hit does not contain a name in the master record or any alias names that are an exact match or a reasonably close match to the inquiry identifiers; however, a combination of the last name, first name, middle name, and/or initials of more than one alias is an exact match or reasonably close match to the inquiry identifiers.

EXAMPLE: Inquiry: Miller, Steven
 Master Record: Johnson, James P.
 Alias: Miller, Robert Jones, Steven

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

I.B. DEFINITIONS (Continued)

10. Alert: Either an electronic or verbal signal which indicates to the officer that Communications has critical information regarding the inquiry and the officer should be isolated from the violator to receive the information. This will allow safe and uninterrupted communications with the communications personnel. The alert itself does not mean to initiate arrest, but simply that Communications has critical information to convey to the officer.
 - a. The hit alert procedure will apply to any type of hot file information received from another agency's file, regardless of whether the record is maintained manually or computerized. For example, if another agency advised you by radio that the person your officer has detained on a traffic stop is wanted on a local warrant not entered into LEADS, you would notify the officer using the hit alert procedure.
 - b. The hit alert procedure will not be used for towed/impounded vehicles, incarcerated persons, accident victims, Secret Service Protection data, and Order of Protection data; however, the officer will be advised of the information received using an alternate alert method.
 - c. The hit alert procedure will not be used for single lost or stolen license plates unless such a plate constitutes a set (only one issued), or the hit message indicates unusual circumstances; instead, an alternate alert procedure will be used.
11. Confirm: The process of verifying the status of a CHF record by contacting the originating agency via formal directed message.
12. Locate: A computer transaction by which a recovering/apprehending agency adds a notation to another agency's CHF record to indicate it has recovered the property or apprehended the subject of the record. In most cases, locate transactions are done only after confirmation has been received from the originating authority.
13. Service: The process of assembling, adding notations to, and filing the hard copy printout of a hit and all related directed messages for the purpose of maintaining a thorough documentation of a hit's history.

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HIT PROCEDURES (4)

I. INTRODUCTION (Continued)

C. THE SEARCHING PROCESS

To better understand hits and Hit Procedure, you should have a general idea of how the computer finds a hit as a result of your inquiry. The first step to gain an understanding of the searching process is to examine what files the LEADS and NCIC computer searches for each type of inquiry that is made.

1. Computerized Hot Files Searched

- a. License Plate Inquiry -- When an inquiry is made on a license plate, the computer looks into CHF License, and CHF Stolen Vehicles, Felony Vehicles, and Towed/Impounded Vehicles to determine if that plate number was entered as part of a stolen License or Vehicle file record. The computer also searches to determine if the plate was entered as part of a Wanted or Missing Person CHF record.
- b. VIN Inquiry -- When an inquiry is made on a VIN, the computer searches CHF Vehicles to see if the VIN was entered as part of a stolen Vehicle, Felony, or Towed/Impounded record. It also goes to CHF Wanted and Missing persons to see if the VIN was entered as part of a Wanted or Missing CHF record.
- c. Persons Inquiry -- When an inquiry is made on a person, the computer looks into the Wanted and Missing Persons files for a match.

2. License Searching Process

- a. LEADS -- When a license plate inquiry is made, using LIC, LIY, and LIS as the inquiry identifiers, LEADS searches for three matching factors. The license plate number must match exactly, the license year, if used, must match exactly, and the license state must match exactly, unless UK is used in the inquiry. The only field not searched is license type. License type comparison is left up to you; you will determine if the license type matches exactly or reasonably close.

On an inquiry containing LIC, LIY, LIS, and LIT, as the identifiers, LEADS will search the fields indicated below with an asterisk:

LIC	LIY	LIS	LIT
*	*	*	

NOTE: It is recommended that the operator not use LIY when making an inquiry as the search will be narrowed to the specific year. The use of UK in LIS will broaden the search to include any LIS. For more information on license inquiry, refer to Volume 1, License Chapter, License Plate Inquiries Table.

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HIT PROCEDURES (4)

I.C.2. License Searching Process (Continued)

- b. NCIC -- NCIC searches for only two matching factors to provide you with a hit. To get an NCIC license hit, the license number and license state must match exactly (unless UK is used in LIS). NCIC does not search the license year because of the many different licensing procedures from state to state, which can cause confusion. You also will not depend on an LIY match to determine if the hit is valid to you because of the variety of issuance and expiration methods used throughout the country. NCIC also does not search LIT, but instead leaves it to the operator to determine if the type is an exact, reasonably close, or no match.

LIC	LIY	LIS	LIT
*		*	

3. VIN Searching Process

- a. LEADS -- When an inquiry is made on a VIN, LEADS searches for an exact match, character for character. LEADS does not search vehicle year or vehicle make if used in the VIN inquiry. Those fields are most valuable in obtaining vehicle registration data.

VIN	VYR	VMA
*		

- b. NCIC -- NCIC also searches only the VIN, not VYR or VMA. NCIC, however, searches the last 15 characters of a VIN. This means an NCIC hit on a VIN could differ in the first two or more characters at the beginning of the VIN, but match the last 15 characters exactly. If no match is found on the last 15 characters, the search is directed to the last 8 characters and a caveat indicating "partial VIN search" will be returned with any hits generated by this search. An operator receiving a hit on a VIN from NCIC should carefully compare each character of the inquiry VIN to the VIN in the hit response.

VIN	VYR	VMA
*		

4. Persons Searching Process

- a. LEADS -- When an inquiry is made on a person, LEADS will search for matches according to what was used to make the inquiry; name, sex, DOB, DLN, SOC, etc.

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HIT PROCEDURES (4)

I.C.4.a. LEADS (Continued)

- 1) Inquiry by NAM, SEX, DOB: An inquiry by name, sex, and date of birth must have specific matching elements. The sex and DOB in the inquiry and response must match exactly to produce a hit. The NAM may not appear to match exactly, but the system used by the computer to search for a match does require an exact match. What this means is that when you inquire on SMITH, JAMES P, the computer does not thumb through the files to find another SMITH, JAMES P, but converts the last name into a number and searches for a matching number in the appropriate files. This process makes it possible to get hits on people who are intentionally altering their name slightly; you can inquire on SMITH, JAMES P, and receive a hit on SMYTHE, JAMES P, because the computer turned the name you used in your inquiry into a number, and then found the same number and returned the hit. Here's what the computer searches in a NAM, SEX, DOB inquiry.

LAST NAME	FIRST LETTER OF FIRST NAME	MIDDLE INITIAL	SEX	DOB
*	*		*	*

The last name (converted into the number system), first letter of the first name, sex, and date of birth must match to produce a hit response.

- 2) Inquiry with a Social Security Number: When you make a name, sex, DOB inquiry with a Social Security Number, the LEADS computer searches the name, sex, and DOB separately from the Social Security number. The computer will take the SOC and search for an identical SOC that has been used in a Wanted or Missing person CHF entry. It's important to remember that while the name is not a match to the inquiring operator, a SOC, if used, may be. Care should be taken to compare the inquiry SOC to the SOC in the hit response.
- 3) Inquiry by Driver's License Number: When inquiring on a Driver's License number, the computer searches for an exact match in a Wanted or Missing Persons CHF entry.
- 4) Alias Data Fields Searched: When making an inquiry by name, sex, and DOB, LEADS not only searches for matches in the master name and DOB fields of a Wanted or Missing Person CHF record, but also searches the Aliases. See the below examples:

<u>Inquiry</u>	<u>Master Record</u>	<u>Alias</u>
EASTWOOD, DAVID T	PARKS, GREGORY A.	EASTWOOD, DAVE
MALE DOB/022847	MALE DOB/022747	MALE DOB/022847

In the example, the operator inquired on EASTWOOD, DAVID T, male, DOB/022847 and received a hit. The master identifiers in the hit were PARKS, GREGORY A, male, DOB/022747. The hit was not returned because of a match on the master identifiers. The operator received the hit from the alias data; EASTWOOD, DAVE, male, DOB/022847.

NOTE: LEADS does not search for alias SOC, MNU, DLN, LIC, or VIN.

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HIT PROCEDURES (4)

I.C.4. Person Searching Process (Continued)

b. NCIC -- As LEADS does, NCIC will search for matches according to what was used to make the inquiry.

- 1) Inquiry by NAM, SEX, DOB: NCIC requires an exact match on the sex and DOB fields. The name field is searched by using a numeric system that is slightly different than LEADS. NCIC also converts the last name into a number and searches for a matching number. NCIC will not search any portion of the first or middle name or initial. You will notice a difference in the persons hits you will receive from LEADS as opposed to NCIC because of the broader search. You may make an inquiry on BRADY, THOMAS R, MALE, DOB/071661, and get a hit from NCIC on BRADY, JEFFREY W, MALE DOB/071661. When the operator makes a comparison, the last name matches exactly, but no match is found in the first name or middle initial. LEADS would not have returned this hit because of the requirement to have a match on the last name and the first letter of the first name.

NCIC Searches:

LAST NAME	FIRST LETTER OF FIRST NAME	MIDDLE INITIAL	SEX	DOB
*			*	*

The last name (converted into the number system), sex, and DOB must match to produce an NCIC Hit response.

- 2) Inquiry with a Social Security Number: As LEADS does, NCIC will also search for a match on a Social Security number. Remember, that even though the name, sex, and DOB from your inquiry may not match the hit response, the SOC used in your inquiry can still match the SOC in the hit response.
- 3) Inquiry by Driver's License Number: NCIC will also search for an exact match on the Driver's License Number you inquired on in CHF Wanted and Missing Persons.
- 4) Alias Data Fields Searched: NCIC will not only search for matches on alias names and DOBs, but will search for matches on any alias SOC, MNU, DLN, LIC, or VIN. For more information about Aliases, see Volume 2, Aliases.

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HIT PROCEDURES (4)

I.C. THE SEARCHING PROCESS (Continued)

5. Article Searching Process

- a. LEADS - When inquiring on an article, LEADS searches for an exact match on the serial number (SER) and an exact match on the first letter of the type code (TYP). This makes the search broad enough to return a hit on an article that could have been entered under several different type codes. See the below example:

Inquiry: SER/47629754 TYP/DCOMPUT

Response: SER/47629754 TYP/DTERMIN

Response: SER/47629754 TYP/DKEYBOA

The operator inquired upon a "computer" and received responses on a "computer terminal" and a "computer keyboard". The search method allows room for any entry errors; the "computer" and "computer terminal" could be one in the same. The operator should clarify with the originating agency.

LEADS Searches:

SER	FIRST LETTER OF TYPE CODE	ALL TYPE CODES BEGINNING WITH Y
*	*	

- b. NCIC -- NCIC will return a hit response if the serial number matches exactly, the first letter of the type code matches exactly, and any type codes beginning with Y entered with a matching serial number. See the below example.

Inquiry: SER/65921563 TYP/RCABLEC

Response: SER/65921563 TYP/YBUGLIG

Response: SER/65921563 TYP/RFMCONV

The operator inquired on a Cable TV Box and received a response on a Buglight and an FM Converter. NCIC found two serial numbers matching that either had the same first letter in the type code, or a Y as the first letter. NCIC returns all the TYP codes that begin with Y because Y will be the first character for items categorized as Y items, or not listed in the dictionary at all. When an item is not listed, the operator will create a TYP code using Y followed by the first six letters of the article name. Using the example above, the operator should have determined the hit to be Invalid as neither the Buglight, nor the FM Converter can be considered reasonably close to a Cable TV Box even though the serial number is the same for all three items.

NCIC Searches:

SER	FIRST LETTER OF TYPE CODE	ALL TYPE CODES BEGINNING WITH Y
*	*	*

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HIT PROCEDURES (4)

I.C. THE SEARCHING PROCESS (Continued)

6. Gun Searching Process

- a. LEADS -- When making an inquiry on a gun, using serial (SER), make (MAK), and caliber (CAL) as the identifiers, LEADS will search for an exact match on the SER and MAK, but will not search for a match on CAL. The operator must make the caliber comparison.

LEADS Searches:

SER	MAK	CAL
*	*	

- b. NCIC -- NCIC also searches SER, MAK, but not CAL, and has variations to the search of each field.

SER: NCIC performs a broader search on the SER. All numerals in the serial must match to produce a hit. Alpha characters that begin or end a serial number must match to produce a hit. Alpha characters within a serial number are not searched. This means you can inquire on SER/64893J23 and receive hits on SER/6489323, and SER/648A9323. The numbers in the hit match those in the inquiry, but because no search is done on alpha characters within the serial, a hit with no alpha characters, and one with a different alpha character in a different position were received.

MAK: NCIC has some variables when searching the make field. An inquiry on an uncommon MAK (makes other than SW, CLT, REM, and WIN), will generate a search for a matching serial number and all other makes. This means you can inquire on SER/34573 MAK/GAD and receive a hit on SER/34573 MAK/MSK. The operator will have to do a MAK comparison. If you inquire on a common MAK, the search is limited to that common MAK, and the "general" MAK codes of USA, US, or ZZZ. An inquiry on SER/3826747 MAK/CLT will result in a hit(s) with matching serial numbers and a CLT or USA, US, or ZZZ MAK.

CAL: Should be used with the inquiry for comparison purposes. NCIC does not search for an exact match on CAL.

For more information on what is searched on a Gun inquiry, refer to Volume 3, Guns, On-Line Inquiries Table.

7. Boat Searching Process

- a. LEADS -- LEADS will search for an exact match when using a boat hull number (BHN) as the inquiry identifier. When using a registration number (REG) as the inquiry identifier, LEADS will search for a matching registration number.
- b. NCIC -- NCIC will search the last 15 characters of the BHN. This means that if the BHN is longer than 15 characters, a careful comparison should be made to determine if the first few characters match. If the REG is longer than 8 characters, NCIC will search only the last 8; again the operator should carefully compare to determine if the first few characters match.

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HIT PROCEDURES (4)

I.C. THE SEARCHING PROCESS (Continued)

8. Security Searching Process

- a. LEADS -- When making an inquiry into the Securities file, using serial number (SER), type (TYP), and denomination (DEN) as the identifiers, LEADS will search for an exact match on both the SER and TYP. DEN will not be searched at all. The comparison of DEN is left to you, the operator. When making an inquiry into the Securities file with a Social Security number as the identifier, LEADS will search for a securities entry with a SOC that matches exactly. LEADS will also take the SOC and search the Wanted and Missing Persons files to see if there is a persons record on file matching the SOC.

LEADS Searches:

SER	TYP	DEN	SOC
*	*		*

- b. NCIC -- When making an inquiry into the Securities file using SER, TYP, and DEN as the identifiers, NCIC will search for an exact match on the SER, an exact match in the TYP Field, and all records with TYP code AO (All Others). DEN will be used in a search if AO is used as the TYP in the inquiry; and then the search will look for a matching SER and DEN with any TYP. See the example below.

Inquiry: SER/C3746581E TYP/AO DEN/100

Response: SER/C3746581E TYP/SB DEN/100

An inquiry containing BLANK in the DEN field will result in hits with matching SER and TYP, and only those records with BLANK in the DEN field. If the inquiry is made with a "face value" in the DEN, hits can be received with matching SER and TYP, and DENs with matching face values, or DEN/BLANK. See the example below:

Inquiry: SER/C438153EE TYP/SB DEN/100

Response: SER/C438153EE TYP/SB DEN/BLANK

Response: SER/C438153EE TYP/SB DEN/100

The operator inquired with DEN/100 and received a hit with DEN/BLANK and a hit with DEN/100.

For more information about Securities, see Volume 3, Securities, Inquiries Table.

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HIT PROCEDURES (4)

II. PROCEDURE FOR COMMUNICATIONS PERSONNEL

Upon receiving a computerized hot file (CHF) hit, action by Communications personnel must include, but is not limited to, the following steps of procedure:

- Compare
- Interpret
- Alert
- Disseminate
- Confirm
- Locate
- Service

A. COMPARE the inquiry with the hit to verify that the identifiers are an exact match, a reasonably close match, or do not match. The result of this comparison determines the validity of the hit. If the result of the comparison indicates a valid hit, proceed with the next step (interpret). If the result indicates an invalid hit, the computerized hot file (CHF) inquiry is "Clear"; no further action is required.

1. License Year Comparison -- Even though the license year in the inquiry may not be an exact match to that in the response, the officer will still be alerted.

2. License Type Comparison -- Even though the license type in the inquiry may not be an exact match to that in the response, the officer will still be alerted if:

- a. The officer did not advise the license type.
- b. There is a similarity in the license types, e.g., motorcycle (MC) vs. motorcycle dealer (MD).
- c. The license type in the hit is "DU" (duplicate/replacement).
- d. The license type in the hit is "ZZ" (unknown/miscellaneous).

3. Name Comparison Procedure -- The purpose of this procedure is to provide the telecommunicator with the necessary guidelines to use in the determination of a reasonably close name match. When a name, sex, and date of birth inquiry produces a hit, the telecommunicator will use the following procedure:

a. Last Name Comparison - Compare the last name from the inquiry to the last name in the response and answer the following questions.

(1) Exact Spelling Match? Example: Johnson vs Johnson

Yes - Continue to Step b. First Name, Middle Name(s), and/or Initials Comparison

No - Continue to Step a.(2).

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HIT PROCEDURES (4)

II.A.3.a. Last Name Comparison (Continued)

(2) Phonic (Sound-A-Like) Match? Example: Johnson vs Jonson

Yes - Continue to Step b.

No - Do Not Alert.

b. First Name, Middle Name(s), and/or Initials Comparison - Compare the first name or initial, middle name(s) or initials from the inquiry to the same in the response and continue answering these questions.

(1) Exact Spelling Match?

Yes - Alert.

No - Continue to Step b.(2).

(2) Inverted Match? Example: Andrew P. vs P. Andrew

Yes - Alert.

No - Continue to Step b.(3).

(3) Phonic Match? Example: John W. vs Jon W.

Yes - Alert.

No - Continue to Step b.(4).

(4) Diminutive Match? Example: Robert vs Bob

Yes - Alert.

No - Continue to Step b.(5).

(5) Initial Match? Example: Allen vs A.

Yes - Alert.

No - Do Not Alert.

NOTE: Any combination of the above matches may exist in a valid hit.

c. Alias Name(s) Comparison - If there is an alias name(s) attached to the record and the name in the master record is not an exact match or reasonably close match to the inquiry identifiers, compare the alias name(s) to your inquiry using the comparison procedure outlined in Steps 1a. and b. During this comparison, special consideration must be given to "alias name cross matches." This occurs when a combination of the last name, first name, middle name and/or initials of more than one alias are an exact match or reasonably close match to the inquiry identifiers.

EXAMPLE: Inquiry: Miller, Steven
Master Record: Johnson, James P.
Alias: Miller, Robert Jones, Steven

NOTE: If the telecommunicator is still in doubt concerning the determination of the comparison, the officer should be alerted.

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HIT PROCEDURES (4)

II. PROCEDURE FOR COMMUNICATIONS PERSONNEL (Continued)

B. INTERPRET the hit to ensure understanding of the response.

Examine the Message Key (MKE) and/or Record Label, Offense Code (OFF), Miscellaneous Field (MIS), and descriptor fields to determine the following:

1. Type of Computerized Hot File (CHF) hit.
2. If caution is indicated in the hit.
3. Nature of the offense.
4. Number and types of weapons which may be encountered by the officer.
5. Visible identifiers in the hit.
6. If court issued geographic limitations, extradition limits, or other information relating to the status of the hit are present.
7. If the hit has been "Located" (flagged).

NOTE: Consult another Telecommunicator, Communications Supervisor, or Field Advisor if unsure of the status or contents of the hit.

C. ALERT the inquiring officer by executing the following steps:

NOTE: If the officer's location is unknown, obtain it before proceeding.

1. Alert Procedure Steps

- a. Select and activate the proper transmitting channel.
- b. Broadcast the car number of the inquiring officer, followed by the station's name.
- c. Use the alert developed by your agency, using either an audible tone or a verbal signal.
- d. Repeat the car number.
- e. Broadcast the officer's location (double phrase).
- f. Deactivate the transmitter.

Example: "CAR-12, DANVILLE, (ALERT), CAR-12, 1ST AND MAIN, 1ST AND MAIN."

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HIT PROCEDURES (4)

II.C. ALERT (Continued)

2. If there is no response to the alert within 30 seconds, generate a second alert. If there is no response to the second alert within 30 seconds, notify the desk officer so assistance may be dispatched to the officer's location.
3. EXCEPTION: If the officer making the inquiry is secure and there is no violator present, he may indicate his readiness to receive hit information without the use of the alert tone by adding "Secure" to the 10-28 or 10-29 request:

Example: "PONTIAC,CAR-16: 10-29 SECURE, AB1234."

Extreme caution must govern the use of this exception, since the telecommunicator will broadcast any hit information received on an inquiry made in this manner without using the Alert procedure.

4. Hit Procedure for Single L/S License Plates - The hit alert procedure will not be used for ordinary hits on single lost or stolen license plates, when such plate is one of an issued set of two. The tone alert will continue to be used for a full set of plates, even if one plate constitutes the set. Also, the full hit alert procedure will be used with single plate hits if unusual circumstances prevail or a perceived danger is present.

Procedure

NOTE: If the officer's location is unknown, obtain it before proceeding.

- a. When a hit is received on a single lost or stolen plate (when two or more are issued), the telecommunicator will use the alternate alert procedure. (No further information will be given until the officer advises, "GO AHEAD.")

Example: CAR-56, PONTIAC: (Alternate alert) (Wait for officer to advise, "GO AHEAD.")

- b. After the officer has isolated himself from the violator, he will advise, "GO AHEAD." The telecommunicator will then disseminate the information in accord with the dissemination procedure. (See HIT-8 and -9.)

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HIT PROCEDURES (4)

II.C. ALERT (Continued)

Summary: The following listing indicates the procedure to be used in differing circumstances:

STANDARD ALERT USED

1. All complete set entries
(1 of 1, 2 of 2, or 3 of 3)
2. Perception of danger
3. Unusual circumstances exist

ALTERNATE ALERT USED

1. All incomplete set entries
(1 of 2, 1 of 3, or 2 of 3)

WHEN IN DOUBT, USE THE ALERT

The LEADS hit response should indicate in the Miscellaneous Field if the plate is a complete or incomplete set. Unless otherwise indicated, all NCIC license plate hits should be considered sets. When there is doubt, use the hit alert procedure.

NOTE: After the officer advises "GO AHEAD" or otherwise indicates that the information can safely be accepted, proceed with the next step. Remain alert to the officer's status throughout the contact.

- D. DISSEMINATE the hit response data to the requesting officer. The information should be disseminated in a uniform, prioritized fashion. To facilitate this method of conveyance, communications personnel shall broadcast the following information sequentially as the steps indicate:

NOTE: If a step does not apply, proceed to the next step.

1. Inquiry: Repeat the identifiers given in the inquiry.
Purpose: The officer compares this data with the information he submitted to confirm its accuracy.
2. Type: Indicate the type of hit response received.
Purpose: To inform the officer of the type of Computerized Hot File (CHF) hit response his inquiry has yielded.
3. Caution: Report all caution indicators in the hit response:
Purpose: To warn the officer that the situation is not routine and caution above the norm should be exercised.
4. Offense: Indicate the literal translation of the offense contained in the hit response. If there are multiple hit responses, indicate only the most serious offense.
Purpose: To inform the officer of the offense for which the person is wanted.

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HIT PROCEDURES (4)

II.D. DISSEMINATE (Continued)

5. Weapons: Indicate all weapons identified in the hit response.
Purpose: To inform the officer of the number and types of weapons that could be encountered in this situation.
6. Visible Identifiers: Indicate the identifiers in the hit response which have not been mentioned previously and which are visible to the officer.

NOTE: Omit repetition of identifiers that are identical to those of the inquiry, as they have been stated previously in step one. In addition, do not read numerical identifiers, such as FBI, SOC, BCI, FPC, VIN, etc. at this stage of the dissemination process, as such identifiers are not immediately visible to the officer.

Purpose: To inform the officer of the visible identifiers in the hit response for comparison with immediately visible identifiers of the person or property. This step is imperative as it assists the officer in establishing reasonable grounds to effect detention or recovery.

7. Court Issued Geographic Limitations: When a LEADS or NCIC hit is received that contains 'Geographic Limitations' and the inquiring officer/agency is outside the geographic area of extradition/transportation indicated, the Telecommunicator should include the geographic caveat and limits as part of the initial radio hit dissemination to the officer. When the inquiring officer/agency is inside the geographic area of a limitation specified in a wanted person hit, the limitation would not be included as part of the initial radio dissemination, but would be disseminated as part of the "Additional Information Available" instead.

Purpose: To avoid unreasonable detention on hit responses that have a probability of no transportation/extradition.

NOTE: In September, 1988, the LEADS APB established policy regarding court issued geographic limitations; requiring that agencies entering wanted persons into LEADS specify limitations in the record, or if no limitation is present, provide transportation from anywhere in the state. A warrant not meeting those conditions should not be entered. In August, 1989, legislation was approved, effective January 1, 1990, regarding this issue. This legislation amends IRS Chapter 38, Sections 107-2, 107-9, 109-2, and 110-3. These sections provide:

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HIT PROCEDURES (4)

II.D.7. Court Issued Geographic Limitations (Continued)

- a. that a peace officer who executes a warrant in good faith outside specified geographic limitations, shall not be held liable for false arrest.
- b. the court may express geographical limitations, but such limitations should not be expressed in mileage.
- c. if no limitation is placed on the warrant, it may be executed anywhere in the State of Illinois.
- d. if no additional delay is created, a person arrested on a warrant may be taken before a judge in the county of issuance.
- e. any person arrested in a county other than the county of issuance may waive the right to be taken before a judge in the county of arrest and therefore may be surrendered to the law enforcement agency of the county that issued the warrant without unnecessary delay.

IT IS STRONGLY RECOMMENDED THAT REVIEW OF THE AMENDED SECTIONS IN THEIR ENTIRETY BE DONE TO ASSIST LAW ENFORCEMENT AGENCIES AND THEIR PERSONNEL IN ENSURING THAT CIVIL LIABILITY IS AVOIDED.

8. Additional Information: Indicate that notable information is on file, by using the phrase: "ADDITIONAL INFORMATION AVAILABLE".

NOTE: Information that does not meet the criteria for initial dissemination and rarely assists the officer in establishing reasonable grounds to effect detention or recovery, includes clothing descriptions, warrant numbers, case numbers, resident or destination locations, bond or bail amounts, and narrative descriptions of the offense.

Purpose: To inform the officer that additional information exists which might be used to assist in the confirmation, or which may influence the validity of the hit response.

9. Go Ahead: Indicate the end of the "Initial Hit Dissemination" by the words, "GO AHEAD".

Purpose: To indicate to the officer that the initial, critical information has been disseminated, and that the officer may now request any assistance, or information related to the hit.

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HIT PROCEDURES (4)

II.D.9. Go Ahead (Continued)

SAMPLE DISSEMINATIONS:

(Wanted Person) (1) "CAR-12, DANVILLE,

Step a STEVEN R-ROBERT BENSEN, MALE, 081754,
Step b WANTED,
Step c ARMED AND DANGEROUS,
Step d HOMICIDE,
Step e ARMED WITH SHOTGUN,
Step f MALE, WHITE, SIX FOOT, ONE-EIGHTY, BLOND, BLUE,
TATTOO OF ANCHOR LEFT FOREARM,
Step g WARNING - THIS WARRANT SHALL NOT BE EXECUTED AT ANY
LOCATION OUTSIDE THE COURT ISSUED GEOGRAPHIC LIMITS
SPECIFIED. THE COURT ISSUED GEOGRAPHIC LIMITS ON
THIS WARRANT ARE COOK COUNTY.
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

(Missing Person) (2) "CAR-12, DANVILLE,

Step a SUSAN R-ROBERT OLIVER, FEMALE, 090457,
Step b MISSING DISABILITY,
Step c SUICIDAL,
Step f FEMALE, WHITE, FIVE EIGHT, ONE THIRTY-FIVE,
BLONDE, GREEN,
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

(Vehicle) (3) "CAR-12, DANVILLE,

Step a IOWA DIY567,
Step b STOLEN,
Step f SILVER 90 FORD THUNDERBIRD TWO DOOR,
LICENSE YEAR 92
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

(License) (4) "CAR-12, DANVILLE,

Step a TRUCK 1384BA,
Step b STOLEN/MISSING, LICENSE PLATE,
Step f LICENSE YEAR 92, TWO OF TWO,
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

(Article) (5) "CAR-12, DANVILLE,

Step a SERIAL/4903B HYGAIN CB RADIO,
Step b STOLEN,
Step f 40 CHANNEL,
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

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HIT PROCEDURES (4)

II.D.9. Go Ahead (Continued)

(Gun)

(6) "CAR-12, DANVILLE,

Step a SERIAL/192837465 COLT 38 CALIBER,
Step b STOLEN,
Step f NICKEL-PLATED PISTOL, 2 INCH BARREL,
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

No Exact Match Dissemination

When disseminating a hit that contains identifiers that do not match the inquiry exactly, the telecommunicator should ensure the difference between the inquiry and the hit is made clear to the officer. After repeating the inquiry identifiers (Step a), the phrase, "NO EXACT MATCH" will be read, followed by the corresponding hit identifiers. Strong enunciation must be placed on non-matching elements.

SAMPLE DISSEMINATION: "DANVILLE, CAR-12, GO AHEAD."

"CAR-12, DANVILLE,

Step a STEVEN K-KING MILLER, MALE, 082954,

NO EXACT MATCH,

STEPHEN S-T-E-P-H-E-N K-KING MILLER,
MALE, 082954,

Step b WANTED,
Step c ARMED AND DANGEROUS,
Step d HOMICIDE,
Step e SHOTGUN,
Step f MALE, BLACK, SIX-ONE, TWO HUNDRED, BLACK, BROWN,
Step h ADDITIONAL INFORMATION AVAILABLE,
Step i GO AHEAD."

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

II.D.9. Go Ahead (Continued)

Hit Based On License in Wanted Person Response

When disseminating a wanted or missing person hit based on a license inquiry, the Telecommunicator should ensure the officer understands that the response is a direct hit on a person, rather than the license plate used for inquiry. This can be accomplished by using the caveat "HIT BASED ON LICENSE IN WANTED PERSON RESPONSE" after repeating the license used for inquiry.

SAMPLE DISSEMINATION: "MARKHAM, CAR-43, GO AHEAD."

"CAR-43, MARKHAM,

Step a L-LINCOLN, U-UNION, C-CHARLES, K-KING, ONE,
Step b HIT BASED ON LICENSE IN WANTED PERSON RESPONSE,
Step c GAIL S-SAM WINTERS, FEMALE, FOUR TWELVE SIXTY-TWO,
Step d WANTED,
Step e ARMED AND DANGEROUS,
Step f HOMICIDE,
Step g REVOLVER,
Step h FEMALE, WHITE, FIVE-FIVE, ONE-TWENTY, BLONDE,
HAZEL, L-LINCOLN U-UNION C-CHARLES K-KING ONE,
LICENSE YEAR NINETY,
Step i ADDITIONAL INFORMATION AVAILABLE,
Step j GO AHEAD."

"Z5" Hit Dissemination

Special consideration must be given to hits generated by the "Z5" inquiry, since the hit may not be the direct result of data used in the inquiry. The hit may be produced by automatic inquiries formulated by LEADS, based on the DLN (converted to name, sex, and DOB) of the registered owner or the VIN which appeared in the registration response from SOS. The inquiry data may be clear, but a hit may be generated by the automatic inquiries.

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

II.D.9. Go Ahead (Continued)

After comparison of the identifiers LEADS used for the automatic inquiry (NAME/SEX/DOB or VIN), if the telecommunicator determines the hit to be valid, the hit alert procedure shall be used with the following dissemination procedures:

1. Repeat the inquiry (Illinois registration)
2. Advise "CLEAR," (provided the registration is clear)
3. Advise "HIT BASED ON DLN (VIN) FROM REGISTRATION RESPONSE"
4. Repeat the identifiers LEADS used for the automatic inquiry (NAM/SEX/DOB or VIN)
5. Proceed with the remainder of the procedure.
 - a. Type
 - b. Caution
 - c. Offense
 - d. Weapons
 - e. Visible Identifiers
 - f. Geographic Limitations
 - g. Additional Information Available
 - h. Go Ahead

SAMPLE DISSEMINATION: "DANVILLE, CAR-12, GO AHEAD."

"CAR-12, DANVILLE,

Step 1. AB1234,
Step 2. CLEAR,
Step 3. HIT BASED ON VIN FROM REGISTRATION RESPONSE
Step 4. 3R47A8M503891,
Step 5.a STOLEN,
Step e SILVER 85 OLDSMOBILE CUTLASS TWO DOOR, LICENSE YEAR 92,
Step g ADDITIONAL INFORMATION AVAILABLE,
Step h GO AHEAD."

NOTE: Clear the radio channel when the officer indicates the situation is secure.

EXAMPLE: "ATTENTION DANVILLE UNITS, CAR-12 ADVISES SITUATION SECURE, (CALL SIGN)."

The word "secure" as used in this context means that one of the following conditions exists: 1) the officer has determined the hit invalid and is terminating any further enforcement action; or 2) the officer has determined the hit valid, has the violator physically detained, and/or reasonably believes there is no immediate danger.

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HIT PROCEDURES (4)

II. PROCEDURE FOR COMMUNICATIONS PERSONNEL (Continued)

E. CONFIRM the validity of the hit by contacting the originating agency via directed message as required by LEADS/NCIC policy. Formats are available specifically for providing and requesting hit confirmation. LFR.ADMHCREQ is the message key to obtain the confirmation request format. LFR.ADMHCRES will obtain the format to respond to a hit confirmation request. These formats are required for use in requesting or providing hit confirmation.

1. Requesting Confirmation -- The format to be used when requesting confirmation is LFR.ADMHCREQ. This format functions the same as the Directed Message format (LFR.ADM). Fixed fields have been added to the Text that allow the operator to simply fill in the blanks with the applicable information. Two bells are automatically included with the format. If you are uncertain on how the message format is completed; what fields are required for completion, refer to Volume 3, Directed Messages. Below is a sample format.

M/ _____ .ADM I . _____
MSG NR: _____ ADDR/ _____
ATTN: _____ INT/ _____
ORA/ _____ AUTH: _____
TEXT/HIT CONFIRMATION REQUEST - PROVIDE A CONFIRMATION) _____
TO CONFIRM THIS HIT WITHIN 10 MINUTES) _____
LDS OR NIC: _____ OCA: _____ RECORD IDENTIFIERS: _____

PERSON OR PROPERTY DETAINED/HELD AT: _____

ADDL TEXT/ _____

SEND YOUR CONFIRMATION RESPONSE TO CDC/ORI: _____
IF UNABLE TO SEND A COMPUTER MSG TX (_____) _____ - _____ EXT _____
""

HIT PROCEDURES (4)

2. Responding to Hit Confirmation Requests -- The format to be used when responding to a hit confirmation request is LFR.ADMHCRES. This format also functions the same as the Directed Message format. Fixed fields have been added to allow the operator to fill in the applicable record references. If you are uncertain regarding the completion, refer to Volume 3, Directed Messages. Below is a sample format.

M/ _____ .ADM I . _____
MSG NR: _____ ADDR/ _____
ATTN: _____ INT/ _____
ORA/ _____ AUTH: _____
TEXT/HIT CONFIRMATION RESPONSE - REF MSG: _____
LDS OR NIC: _____ OCA: _____ RECORD IDENTIFIERS: _____
RECORD STATUS: _____
ADDL TEXT/ _____

" "

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

II.E. CONFIRM (Continued)

3. The Ten-Minute Rule requires all agencies receiving hit confirmation requests to provide confirmation, or acknowledge receipt of the request within ten minutes. The following Ten-Minute Rule confirmation procedure must be followed as required by LEADS/NCIC.

LEADS HIT

Step 1 A. Formal administrative message to Originating Authority

B. 10 Minutes: Expect acknowledgment or confirmation

(NO RESPONSE)

Step 2 A. Resend same formal administrative message to originating authority labeled "Second Request"

B. Key in LEADS User Services - "KQC"

C. 10 Minutes: Expect acknowledgment or confirmation

(NO RESPONSE)

Step 3 A. Contact originating authority by telephone or radio

B. Request administrative message indicating confirmation

NCIC HIT

A. Formal administrative message to Originating Authority

B. 10 Minutes: Expect acknowledgment or confirmation

A. Resend same formal administrative message to originating authority labeled "Second Request"

B. Key in violating state's NCIC & NLETS control terminals (See LHR.CTO and CTO1.)

C. 10 Minutes: Expect acknowledgment or confirmation

A. Contact originating authority by telephone or radio

B. Request administrative message indicating confirmation

NOTE: All Ten-Minute Rule violations should be reported to your Field Advisor.

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

II. PROCEDURE FOR COMMUNICATIONS PERSONNEL (Continued)

F. LOCATE the hit.

The purpose of a locate message is to place a flag on the record to indicate that a wanted person has been apprehended or property has been recovered. This procedure will be used after confirmation of the record with the originating agency has been made. This flag indicates to other agencies hitting on the record prior to cancellation that some action was taken on the hit. Locating hits is required by LEADS and NCIC regulations. Information about making a locate transaction for a specific file can be found in the Locate section of the applicable chapter.

G. SERVICE the hit.

Each hit that is interpreted as valid to the telecommunicator shall be retained in a "hit file" and retained for as long as there remains any possibility a defendant will challenge the law enforcement action taken. A final determination of "invalid" by the officer will not affect generation of this file. (For example, the telecommunicator interprets the hit to be "valid"; however, the officer at the scene determines that the person or vehicle is not wanted or stolen. The hit will still be retained in the hit file.) Regulation requires that the operator making the inquiry capture how, when, and to whom the hit information was disseminated to establish the chain of evidence for the communication of the hit should the arresting/detaining officer need to substantiate his/her actions in a judicial proceeding.

To capture the required service information, the following documentation should be included in the hit file:

1. Original hit response.
2. 10-27 or 10-28's associated with the hit.
3. Directed messages sent to the originating authority for verification, disposition, etc.
4. Directed messages received from the originating authority.
5. Original "locate" message placed on the entry.
6. Any other messages or notations associated with the hit which would aid in giving a complete history of the proceedings.

Information in the "hit" file should be retained until it is anticipated that no civil action will take place.

Every valid hit response will not generate a complete file; however, the file should reflect a complete history of the action taken for that particular hit.

Sample Hit Service forms that can be used or modified for use by your agency are provided at the conclusion of this chapter. Agencies are encouraged to use these forms or ones similar to those shown when documenting/servicing hits.

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

III. PROCEDURE FOR OFFICER

A. Upon hearing the "alert", indicating a hit on your inquiry, exercise the following procedures and safety precautions, if applicable:

1. If suspects are in a position where they can overhear, advise the operator "10-12" or "STAND BY".
2. When isolated from the violator, advise the operator to "GO AHEAD".

B. After receiving the hit information, acknowledge receipt and provide the operator with the following information:

1. Apparent validity of the hit.
2. Request for assistance, if required.
3. Number of suspects, and other pertinent information.

NOTE: If caution is indicated or circumstances warrant, a backup unit should be requested.

4. Keep the operator informed of your status.
5. Advise the operator when the radio channel can be "cleared".

C. Upon hearing the hit "Alert", other police units in a position to render assistance should:

1. Remain alert and be prepared to proceed to the location given in order to assist.
2. Restrict radio traffic to ensure a clear channel for the officer receiving the hit.
3. Refrain from immediately advising their location and asking if help is needed, as to do so would negate the purpose of this covert procedure and possibly endanger the life of the apprehending officer.

NOTE: A hit is investigative information only. The alert itself does not mean to initiate arrest, but that Communications has critical information to convey. A LEADS and/or NCIC hit alone may be used by the officer as reasonable grounds for detention at the scene. Only after documented confirmation with the originating authority is probable cause provided to effect an actual arrest or recovery.

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

VALID HIT SERVICE FORM

Date: _____ Time: _____ Operator: _____

Officer's Name/I.D.: _____/_____

How disseminated: ☐ Radio ☐ Telephone ☐ In person

Type of hit:

☐ Wanted ☐ Missing ☐ Vehicle ☐ License ☐ Article ☐ Boat ☐ Gun ☐ Security

Disposition:

☐ 1. Valid to Officer

☐ 2. Invalid to Officer

☐ a. Apprehension/Recovery made

☐ b. No Apprehension/Recovery

Follow-up:

☐ 1. Original CHF Hit attached

☐ 4. 10-27/10-28's attached

☐ 2. Request(s) for confirmation attached

☐ 5. Locate transaction attached

☐ 3. Confirmation responses attached

☐ 6. Copy provided to officer

Describe any further disposition, tow/incarcerated information and additional details.

Illinois LEADS Reference Manual

HIT PROCEDURES (4)

INVALID HIT SERVICE FORM

Date: _____ Time: _____ Operator: _____

Inquiry Identifiers: _____

Number of hits received: _____

Type of hit:

☐ Wanted ☐ Missing ☐ Vehicle ☐ License ☐ Article ☐ Boat ☐ Gun ☐ Security

Reason invalid:

- ☐ 1. Last name is not an exact match or phonic match.
- ☐ 2. First name or initial is not an exact match, phonic, inverted, diminutive or initial match.
- ☐ 3. Middle name of initial is not an exact match, phonic, inverted, diminutive or initial match.
- ☐ 4. License type is not an exact match or similar match.
- ☐ 5. Vehicle make, model, and style is not an exact match or similar match.
- ☐ 6. Other _____

1. The first part of the paper discusses the general theory of the subject. It begins with a brief review of the existing literature and then proceeds to a detailed analysis of the problem. The author argues that the current understanding of the subject is incomplete and that a new approach is needed. This approach is based on the principles of quantum mechanics and is described in detail in the following sections.

2. The second part of the paper describes the experimental results. The author presents a series of experiments that were designed to test the predictions of the theory. The results of these experiments are shown in the following figures and tables. The data indicate that the theory is in good agreement with the experimental results.

3. The third part of the paper discusses the implications of the results. The author argues that the results have important implications for the understanding of the subject. In particular, they suggest that the theory may be applicable to a wide range of phenomena. This is a significant advance in the field and opens up new areas for research.

4. The fourth part of the paper discusses the future work. The author identifies several areas where further research is needed. These include the development of new experimental techniques and the application of the theory to other systems. The author also discusses the potential for future discoveries and the impact of the current work on the field.

5. The fifth part of the paper is a conclusion. The author summarizes the main findings of the paper and reiterates the importance of the results. The author also expresses his appreciation for the support of his colleagues and the funding agencies. Finally, the author expresses his hope that the results of this work will contribute to the advancement of the field.

LICENSE PLATES
(LIC)

LICENSE PLATES
(LIC)

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

Chapter 5

STOLEN / MISSING LICENSE PLATES

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Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

I. INTRODUCTION

A. PURPOSE OF THE LICENSE PLATE FILE -- The LEADS and NCIC License Plate Files were designed to provide assistance to law enforcement agencies nationwide in the recovery of stolen and missing/lost license plates.

B. DESCRIPTION OF THE LICENSE PLATE FILE

1. Kinds of Data -- Each record in the file contains information describing a set of one, two, or three stolen or missing license plates. To conserve computer resources and maintain uniformity from one record to the next, the information is arranged in a standard format containing up to 15 fixed data fields. All but two of the fields are required to contain data. The information to be found in a license plate record may be grouped into the following categories:

- a) Caution indicator (if applicable)
- b) License plate descriptive data
- c) Originating Authority's name
- d) Administrative data

2. Kinds of Plates -- Records of stolen, lost, or missing license plates that are currently valid for display are stored in the LEADS and NCIC License Plate Files. Plates that have expired up to one year may also be on file. (See Section XII at the end of this chapter.) Most of the records in the LEADS file pertain to Illinois plates; however, plates issued by any state may be contained in LEADS and NCIC.

3. CHF Cross-References -- The License Plate Files (both LEADS and NCIC) contain cross-reference "pointers" to related records in the Wanted and Missing Persons and Vehicles Hot Files. This means that an inquiry on license plate data can hit a related Wanted or Missing Person or Vehicle record as well as a License Plate File record.

4. No Plate Validation Stickers -- License plate validation stickers such as Illinois issues for passenger cars should not be in the License Plate File. When these stickers are stolen separately, i.e., not affixed to plates at the time of theft, they may be entered into the Stolen Article File.

5. Validation -- A portion of the License Plate File records will be validated monthly. See Chapter 23, Validations.

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

I. INTRODUCTION (Continued)

C. RETENTION PERIOD FOR LICENSE PLATE RECORDS

License Plate records on multi-year plates are purged one year after their expiration date or 10 days after being located. License Plate records on all other plates are purged as they expire. See page LIC-58 for details concerning the LEADS and NCIC purge schedules.

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STOLEN/MISSING LICENSE PLATES (5)

II. HOW TO INQUIRE INTO/SEARCH THE LICENSE PLATE FILE

- A. ON-LINE INQUIRY -- To search the License Plate Files (LEADS and NCIC), you must combine certain minimum descriptive information (required identifiers) with the proper inquiry message key. The identifiers and message keys to use in a license plate inquiry are described below.

1. Identifiers

- a. Minimum Required Identifiers -- As a minimum, either of the following identifiers may be used to search the License Plate File:

- (1) LIC (License Plate Number) -- When LIC is used as the sole identifier in an inquiry, the LEADS computer assumes that the plate was issued by Illinois. This means that only those records with matching LIC and LIS = IL can be hit.
- (2) LDS (LEADS Record Index Number) -- This identifier may be used in an inquiry for administrative purposes; for instance, if you need to retrieve a copy of a specific license plate record in LEADS, possibly one your department has entered. The LEADS Record Index Number for the License Plate File begins with "L". (The NCIC Record Index Number for the License Plate File begins with "P".)

- b. Additional Identifiers -- Additional descriptive data could be useful, both for the inquiry itself and for confirming the validity of any "hits" that might result. It is advisable, therefore, to use as many identifiers in your inquiry as you have available, except for License Year, which if used, could result in missing hit responses.

- (1) LIY (License Year of Expiration) -- Do NOT use License Year. This will limit the range of LEADS "hits" to those records with matching LIC and LIY only.
- (2) LIS (Licensing State) -- Only the LEADS and NCIC records with matching LIC and the specified LIS will be hit by this inquiry. Results will differ depending on the message key you use (see page LIC-6) and what you type into the LIS Field of your inquiry:
 - (a) LIS -- Both LEADS and NCIC will be searched for records with matching LIC and LIS. If LIS is "IL", leave blank. See page VEH-166 for state codes.
 - (b) LIS/Unknown -- If the licensing state is unknown, use "UK" in the LIS Field. Both LEADS and NCIC will be searched, and records with matching LIC and any LIS will be returned.

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STOLEN/MISSING LICENSE PLATES (5)

II.A.1.b. Additional Identifiers (Continued)

- (3) LIT (License Type) As An Identifier -- Neither LEADS nor NCIC uses LIT for a stolen plate search. However, when inquiring on an LIT other than a passenger car, LIT must be included for proper registration response.

2. Message Keys -- The following free-form message keys may be used to search the License Plates Files:

LZV2
LZV5
LZV
LZL9
NZN

See the LICENSE PLATE INQUIRIES TABLE on page LIC-6 and -7 for example inquiries using these message keys.

You may also call formats to do License File Inquiries. Inquire LFR.FINQ. for the following format:

LU. Z2	M/	_____	LDS	_____	HST	_____
LICENSE:	LIC	_____	LIY	_____	LIS	_____
PERSONAL:	NAM	_____			LIT	_____
	DOB	_____	SOC	_____	MNU	_____
	DLN	_____			DLS	_____
	BCI	_____	FBI	_____		
VEHICLE:	VIN	_____			OAN	_____
	VYR	_____	VMA	_____		
GUN:	SER	_____	MAK	_____	CAL	_____
ARTICLE:	SER	_____			OAN	_____
	TYP	_____	UAC	_____	DTE	_____
SECURITIES:	SER	_____			DEN	_____
	SOC	_____			TYP	_____
BOATS:	BHN	_____	REG	_____		
ORDER OF	NAM	_____				
PROTECTION:	SEX	_____	DOB	_____		

OR

Inquire LFR.FQ. for the following format:

LU. Z2	M/	_____	LDS	_____	HST	_____				
LIC	_____	LIY	_____	LIS	_____	LIT	_____			
NAM	_____				SEX	_____	RAC	_____	DOB	_____
DLN	_____				DLS	_____				
VIN	_____				OAN	_____				
VYR	_____	VMA	_____							

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

II.A.2. Message Keys (Continued)

You can remove the 2 from "LU. Z2" or replace it with a 5, depending on the kind of inquiry you are trying to make. See the LICENSE PLATE INQUIRIES TABLE on the following pages for example inquiries and what they mean to the computer.

3. NCIC Search -- An inquiry on an Illinois license plate is usually not sent to NCIC. If an Illinois plate is stolen out of state, the NCIC computer automatically notifies LEADS as soon as the out-of-state terminal has entered a record into NCIC. Based on this notification, the LEADS computer flags the license number. When an inquiry is made on this flagged license number, LEADS automatically forwards your inquiry to NCIC. You will receive the following message from LEADS meaning that your inquiry is being forwarded to NCIC:

CHF57 .POSSIBLE OUT OF STATE HIT LIC/number - WAIT FOR NCIC RESPONSE

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

LICENSE PLATE INQUIRIES TABLE

MESSAGE KEY		EXAMPLE
FORMAT	FREE-FORM	
Z2	LZV2. OR *	LZV2.LIC/TW5691. OR *TW5691.
Z2	LZV2. OR *	LZV2.LIC/CD5678.LIS/MO. OR *CD5678.LIS/MO.
Z2	LZV2. OR *	LZV2.LIC/EF9Ø12.LIS/UK. OR *EF9Ø12.LIS/UK.
Z5	LZV5.	LZV5.LIC/HORNS5.
Z	LZV.	LZV.LIC/HALO12.
Z	LZV.	LZV.LIC/DIP651.LIS/UK.
Z	LZV.	LZV.LIC/45L234.LIS/IN.
Z2	LZV.	LZV.LDS/L9312345.
None	NZN.	NZN.NIC/P123456789.
None	LZL9.	LZL9.DAY/Ø511. (See LIC-8 for additional information.)

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

MEANING TO THE COMPUTER

Search LEADS only Stolen Vehicles, Stolen/Missing License Plates, Wanted and Missing Persons (will only hit LIS/IL), and Illinois SOS.

Search LEADS and NCIC Stolen Vehicles, Stolen/Missing License Plates, Wanted and Missing Persons (can only hit state shown in LIS Field), and MVR of the state shown in the LIS Field via NLETS. Also searches NCIC Foreign Fugitive, U.S. Secret Service Protective, and ATF Violent Felon Files.

Search LEADS and NCIC Stolen Vehicles, Stolen/Missing License Plates, Wanted and Missing Persons (can hit any LIS), and Illinois SOS. Also searches NCIC Foreign Fugitive, U.S. Secret Service Protective, and ATF Violent Felon Files.

Search LEADS only Stolen Vehicles, Stolen/Missing License Plates, Wanted and Missing Persons (will only hit LIS/IL), and Illinois SOS. If an SOS registration is found, this inquiry will also cause a search of the LEADS and NCIC Vehicle and Wanted and Missing Persons Files by the VIN provided in a registration response. If the registration response contains a DLN, an additional inquiry into LEADS and NCIC Wanted and Missing Persons Files and the Illinois SOS File will automatically be made based on NAM, SEX, and DOB converted from the DLN. Also searches NCIC Foreign Fugitive, U.S. Secret Service Protective, and ATF Violent Felon Files.

Search LEADS only Stolen Vehicles, Stolen/Missing License Plates, Wanted Persons, and Missing Persons Files. (Will only hit LIS/IL.)

Search LEADS and NCIC Stolen Vehicles, Stolen/Missing License Plates, Wanted Persons, and Missing Persons Files. (Can hit any LIS.) Also searches NCIC Foreign Fugitive, U.S. Secret Service Protective, and ATF Violent Felon Files.

Search LEADS and NCIC Stolen Vehicles, Stolen/Missing License Plates, Wanted Persons, and Missing Persons Files. (Will only hit a specific LIS -- in this example, Indiana.) Also searches NCIC Foreign Fugitive, U.S. Secret Service Protective, and ATF Violent Felon Files.

Search LEADS only Stolen/Missing License Plates. Produces the one record which matches the LEADS Number.

Search NCIC only Stolen/Missing License Plates. Produces the one record which matches the NCIC Number.

Search for all active LEADS Stolen/Missing License Plate records entered on May 11 of the current year. Will provide a summary of these records followed by a count of actual records entered into the file on the day requested plus a total of the records that are still active.

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STOLEN/MISSING LICENSE PLATES (5)

II. HOW TO INQUIRE INTO/SEARCH THE LICENSE PLATE FILE (Continued)

B. LICENSE SUMMARY INQUIRIES

Free-form summary inquiries allow agencies to obtain a listing of all active stolen license plate entries initiated by their own department, or all departments located in the same state police district for a specific day. These inquiries have been provided to assist departments in obtaining information to aid investigatory efforts (e.g., chop shops, theft rings, etc.).

1. Basic Message Key: LZL9. (required)
2. Day: DAY/Ø215. (required) Summary inquiries must be for a specific day and cannot be older than 60 days.
3. CDC: CDC/____. (optional) If used, will narrow the search to include only records entered by a specific agency (will include entries by all terminals within a department that have the same last two alpha characters in the CDC, e.g., TPB, PPB, DPB, UPB).
4. DST: DST/____. (optional) If used, will narrow the search to include only records entered by agencies within the specified State Police District. Sample: DST/Ø4. will include records entered by all agencies in State Police District Ø4 for the specified date.
5. Sample License Summary Inquiries:

- a. LZL9.DAY/Ø828.

Will return a list of all stolen license plates entered throughout the state on August 28th.

- b. LZL9.DAY/Ø7Ø4.CDC/TPB.

Will return a listing of all active stolen license plates entered on July 4th by State Police Crestwood.

- c. LZL9.DAY/Ø4/12.DST/Ø3.

Will return a listing of all active stolen license plates entered by agencies located in State Police District 3 on April 12.

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STOLEN/MISSING LICENSE PLATES (5)

II. HOW TO INQUIRE INTO/SEARCH THE LICENSE PLATE FILE (Continued)

- C. LOJACK INQUIRIES -- LOJACK is an electronic vehicle tracking system interfaced with LEADS. This system allows police to electronically locate stolen vehicles containing a hidden transmitter. The LOJACK system is only available in the Chicago Metropolitan Area, and thus primarily impacts Chicago area law enforcement agencies. Agencies outside the Chicago Metropolitan Area will only be affected when entering, modifying, or locating a LOJACK equipped vehicle at which point they would receive a LOJACK activation or de-activation message. These messages require no action by agencies not equipped with tracking equipment. Below are sample activation and de-activation messages you may receive when entering, modifying, or locating a LOJACK equipped vehicle.

1. Sample LOJACK Activation Message:

CHF 022891 1246

***** LOJACK RESPONSE *****

VEHICLE WITH VIN 1G2FW87F1GL000000 IS LOJACK EQUIPPED
AND IS NOW BEING ACTIVATED

2. Sample LOJACK De-activation Message:

CHF 022891 1246

***** LOJACK RESPONSE *****

VEHICLE WITH VIN 1G2FW87F1GL000000 IS LOJACK EQUIPPED
AND IS NOW BEING DE-ACTIVATED

D. ADDITIONAL INFORMATION

1. Inquiries on license plate numbers should include the complete license plate number. If it exceeds eight characters, inquire using the last eight.
2. An inquiry containing only license plate data may provide a record response from other LEADS and NCIC Files containing a VIN.

In NCIC, a second computer search is automatically generated on the VIN contained in the record response.

This automatic second search may produce any record in the Boat, Foreign Fugitive, Missing Person, U.S. Secret Service Protective, Vehicle, Wanted Person and/or ATF Violent Felon Files that contains a matching VIN, regardless of the LIC data.

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

II. HOW TO INQUIRE INTO/SEARCH THE LICENSE PLATE FILE (Continued)

E. OFF-LINE LICENSE PLATE FILE SEARCHES -- For those cases in which an on-line inquiry is impossible or ineffective, LEADS has provided the service of conducting an off-line search for license plate data. An off-line search differs in requirements and results from direct inquiry into the License Plate File. It can be conducted with a partial plate number and may include a search of cancelled records as well as those currently active. Any information about the license plate which corresponds to one or more of the data fields in a LEADS record (except the MIS Field) can be used for an off-line search. The more you know about the license plate in question, the fewer possible "records" you'll have to investigate.

1. Requesting an Off-Line Search -- To request an off-line search of the LEADS License Plate File, send a directed administrative message to terminal KQC (LEADS User Services). Include the following:
 - a. "REQUEST FOR LICENSE PLATE SEARCH."
 - b. Details about the license plate in question.
 - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
2. Normal Turnaround -- An off-line search takes 24-48 hours to complete once the request has been read by the KQC terminal operator (Note: Though requests may be sent at any time, terminal KQC is monitored Monday through Friday from 0830 to 1630, excluding holidays. Messages sent while KQC is not being monitored are printed out and will be read when the operator arrives for the next monitoring period.)
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will contact the person who requested the search and discuss the results. Longer lists are mailed to the requester for analysis.
4. NCIC Records -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search. However, LEADS User Services will forward your request to NCIC if needed.

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STOLEN/MISSING LICENSE PLATES (5)

II. HOW TO INQUIRE INTO/SEARCH THE LICENSE PLATE FILE (Continued)

- F. CANADIAN LICENSE PLATE INQUIRIES -- Inquiry on Canadian license plates to the Canadian Police Information Centre (CPIC) must be for criminal justice purposes only. Inquiries must be made free-form and contain a reason for inquiry and an indication if the person/property is in sight of the requestor. Additional details regarding inquiries to Canada may be found in Volume I, HELP.

MESSAGE KEY: NQxx. Characters NQ followed by a valid two-letter province code.

Province Codes

Alberta	AT	Ontario	ON
British Columbia	BC	Prince Edward Island	PE
Manitoba	MB	Quebec	PQ
New Brunswick	NK	Saskatchewan	SN
Newfoundland	NF	Northwest Territories	NT
Nova Scotia	NS	Yukon Territories	YT

LICENSE: LIC/xxxxxx. The license plate number must be prefaced with LIC/.

REASON FOR INQUIRY: RSN/x. Required to indicate the purpose for inquiry.

Reason Codes

Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (includes robbery, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

PERSON/PROPERTY IN SIGHT: Required to indicate if person/property is in sight of the requesting officer. Field code PPS/x. must be completed with a Y for yes, or an N for no.

SAMPLE INQUIRIES:

1. NQON.LIC/LUK736.RSN/H.PPS/Y.

Inquiry on Ontario license LUK736 for humanitarian reasons; property is in sight of the requestor.

2. NQBC.LIC/459261.RSN/N.PPS/N.

Inquiry on British Columbia license 459261 related to a narcotics investigation; person or property is not in sight.

RESPONSE SOURCES: CPIC hot files (stolen vehicles, license, etc.) and province/territory registration files. LEADS and NCIC will not be checked.

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STOLEN/MISSING LICENSE PLATES (5)

III. RESPONSE INTERPRETATION

Every inquiry is acknowledged by some kind of response message from the LEADS computer. Depending on the combination of message key and identifier(s) used in a license plate inquiry message, there are five basic kinds of response messages that can result:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response.
- Hit or Positive Response (A record found in LEADS and/or NCIC matching inquiry identifiers.)
- 10-28 from Illinois SOS or another state's MVR files.
- System Status

The first two kinds of response and system status messages are explained in Chapter 6, Vehicles. The registration responses are covered in Chapter 7, 1028. Hits and positive responses are described in the following paragraphs.

A. HITS AND POSITIVE RESPONSES -- Records contained in any of the LEADS and NCIC Hot Files containing license data may match the identifiers used in your inquiry.

1. Determining the Source of a Response -- The first line of a positive response identifies its source as either LEADS or NCIC. Examples:

- a. LEADS: CHF 060793 1336
- b. NCIC: 1L01 NCIC RESPONSE

2. Determining the Kind of Hit Response -- A license plate inquiry may result in various files being searched. See the LICENSE PLATE INQUIRIES TABLE on pages LIC-6 and -7 for examples.

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STOLEN/MISSING LICENSE PLATES (5)

III. RESPONSE INTERPRETATION (Continued)

B. LEADS AND NCIC RECORD "LABELS"

The last item in the second line of all LEADS positive responses is a "label" which identifies the kind of record hit by your inquiry. NCIC's equivalent to the LEADS message label is found in the third line of a positive response, which translates the message key (MKE) used to enter the record in NCIC. The following table explains the meaning of each label that might appear in a License Plate record.

LEADS - NCIC LICENSE PLATE FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	LEADS RECORD LABELS	NCIC MKE TRANSLATIONS
LEL	STOLEN/MISSING	STOLEN LICENSE PLATE
LEL1	STOLEN/MISSING	N/A
LEL-A	STLN ARM-DANG	STOLEN LICENSE PLATE - OCCUPANT(S) ARMED
LEL1A	STLN ARM-DANG	N/A
* *	N/A N/A	STOLEN LICENSE PLATE - HOLD FOR LATENTS STOLEN LICENSE PLATE - OCCUPANT(S) ARMED/HOLD PLATE FOR LATENTS
LML	LOCATED	N/A
LLL	N/A	LOCATE LICENSE PLATE

* NCIC (but NOT LEADS) uses the caution indicators "P" and "F" with license plate entry messages. Therefore, you might receive a positive NCIC response with a label as shown in the chart. P translates to "HOLD FOR LATENTS" and F translates to "OCCUPANT(S) ARMED/HOLD PLATE FOR LATENTS".

The hyphen in "ARM-DANG" means AND/OR.

A record entry on a valid license plate which later becomes expired, will, when queried, produce a record with a caveat indicating that the license plate has expired.

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STOLEN/MISSING LICENSE PLATES (5)

III. RESPONSE INTERPRETATION (Continued)

C. HIT PROCEDURE

When the identifiers in your inquiry match data in a Hot Files record, the matching record is returned to your terminal. When this occurs, certain procedures must be taken immediately. Refer to Hit Procedures, Chapter 4.

D. SAMPLE POSITIVE RESPONSES

LEADS STOLEN/MISSING LICENSE PLATE RESPONSE

Line (0) CHF 091593 1329

Line (1) ZAZY LDS/L9303728 STOLEN/MISSING

Line (1a) ***EXPIRED LICENSE PLATE***

Line (2) DOT/042193 LIM/08 LIY/93 LIS/IL LIT/PC LIC/HR5137

Line (3) MIS/2 OF 2

Line (4) OCA/93-039

Line (5) ORA/PD SUMMIT IL

Line (6) ENT/AKK OPR/JY TME/1738 DTE/042193 NIC/P303699446

Line (7) CONFIRM WITH ORA

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STOLEN/MISSING LICENSE PLATES (5)

III.D. SAMPLE POSITIVE RESPONSES (Continued)

Explanation

- Line (Ø) "CHF" identifies this message as having been generated by the LEADS Computerized Hot Files. "Ø91593 1329" is the date and time stamp marking when the LEADS computer searched the Hot Files.
- Line (1) "Z" is taken from the message key used for the inquiry. The next three positions indicate the inquiring terminal CDC. Following the CDC is the LEADS Record Index Number (LDS), indicating by the first character "L" that this is a License Plate record. A "LEADS Record Label" concludes Line 1. Labels that might appear in a License Plate File response are listed and defined in the table on page LIC-13.
- Line (1a) will appear if the license plate information is expired at the time of inquiry (as in this example). A LEADS record containing expired license plate information is allowed to remain in the LEADS CHF for 12 months following the date of expiration, after which time it is purged from the files.
- Line (2) gives the Date of Theft and a description of the license plate, including license month (LIM) and year of expiration (LIY), licensing state (LIS), license type (LIT), and plate number (LIC).
- Line (3) contains miscellaneous data indicating whether the front or back plate, or the complete set of plates, was reported stolen or missing. When "NOAH" appears, the ORA is asking to be "notified of all hits", even if you do not have possession of the plates.
- Line (4) may or may not appear. The "OCA" is the entering agency's case number.
- Line (5) names the Originating Authority, i.e., the agency that holds the theft report.
- Line (6) contains administrative data, including the entering terminal, the entering operator's initials or assigned number, the time and date the record was entered into LEADS, and the Index Number (NIC) for the NCIC copy of the record.
- Line (7) concludes the response with a reminder to confirm with the ORA that the record is still active.

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STOLEN/MISSING LICENSE PLATES (5)

III.D. SAMPLE POSITIVE RESPONSES (Continued)

NCIC STOLEN/MISSING LICENSE PLATE RESPONSE

Line (0) 1L01 NCIC RESPONSE
Line (1) IL08496Q2
Line (2) MKE/STOLEN LICENSE PLATE
Line (3) ORI/ARASP0000 LIC/ 123 LIS/AR LIY/93 LIT/NG DOT/091993
Line (4) OCA/ A80 MIS/1 OF 1
Line (5) NIC/P294947906
Line (6) ORI IS SP HDQ LITTLE ROCK AR
Line (7) IMMED CONFIRM RECORD WITH ORI

Explanation

Line (0) identifies the source of the response as NCIC.

Line (1) gives the ORI of the inquiring terminal.

Line (2) translates the message key which created this record.

Line (3) contains the ORI of the agency holding the theft report or entering the theft report for a non-terminal agency, and a description of the license plate, including plate number, licensing state, year of expiration, license type, and date of theft. Note that no LIM/ Field is included in an NCIC record.

Line (4) indicates the OCA which always appears in an NCIC record. Note that the OCA/ Field for a record from Illinois always contains the record index number (LDS) of the corresponding record in LEADS. This line also holds miscellaneous data.

Line (5) shows the NCIC Record Index Number.

Line (6) translates the entering agency's ORI as found in Line 3 above.

Line (7) is a reminder to confirm that the record is still active by contacting the ORI.

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STOLEN/MISSING LICENSE PLATES (5)

IV. LOCATING RECORDS

- A. WHAT IS "LOCATING"? -- Locating is the procedure of adding a notation or "flag" to another agency's license plate record to indicate that your agency has recovered that plate. The purpose of a locate message is to indicate that the plate has been recovered in the event that another agency hits the record prior to cancellation by the ORA. **LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA.**
- B. WHO MUST LOCATE? -- It is the responsibility of the agency recovering a stolen or missing license plate to flag the record by sending a locate message.
- C. WHEN IS LOCATING REQUIRED? -- Once you have established that two specific conditions have been met, you must immediately send a locate message. The two conditions are:
- (1) It has been confirmed that the record you hit pertains to the license plate(s) inquired upon.
 - (2) Your agency has actually recovered the license plate(s). A locate message is not appropriate if the record indicates two plates were stolen and you have only recovered one plate.

If these conditions are met for more than one record (you hit more than one record pertaining to exactly the same plate), you must send a separate locate message for each individual record. (See Exception 2 below.)

D. EXCEPTIONS

1. Do not locate a record that your own department entered. Instead, cancel it.
2. A single locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of the record.
3. In the case of a wanted person associated with a stolen license plate, do not locate the Wanted Person's File record unless you have the subject in custody, but notify the ORA that the license plate has been found.
4. Do not locate a stolen vehicle record for which you have recovered the plate(s) but not the vehicle. Notify the ORA that the plate(s) has been found.
5. If two plates were stolen and you recover only one, notify the ORA and do not locate the record.

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STOLEN/MISSING LICENSE PLATES (5)

IV. LOCATING RECORDS (Continued)

E. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS -- The following procedure should be used to locate any record in LEADS. If a record is also in NCIC, the NCIC copy will automatically be located.

- a. The elements of a Locate message are:

Message Key (MKE);
LEADS Record Index Number (LDS) of record to be located;
License Plate Number (LIC) from record to be located;
Locate Field Code (LOC) and your terminal's CDC.

- b. The LEADS Locate Message Key is identical to the Modify message key:

LML.

- c. Sample LEADS Locate Message -- Recovered License Plate

For an example, suppose you are using terminal ABC and have recovered the license plate represented by the record in the example on page LIC-14. Here is the way to locate that record:

(1) (2) (3) (4)
LML.LDS/L9303728.LIC/HR5137.LOC/ABC.

- (1) LEADS locate message key for locating records in the License Plate File.

- (2) LEADS Record Index Number from Line (1) of the positive response message on page LIC-14.

- (3) License Plate Number.

- (4) CDC of recovering agency.

- d. Locate Acknowledgment Message -- If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following message:

(1) (2)
ABC MODIFY LDS/L9303728.

- (1) The CDC of the terminal that sent the locate message.

- (2) LEADS Record Index Number of the record you located, even though the message says "MODIFY".

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STOLEN/MISSING LICENSE PLATES (5)

IV.E. HOW TO SEND A LOCATE MESSAGE (Continued)

2. Record in NCIC Only -- Follow this procedure when you have recovered a license plate entered into NCIC by an out-of-state agency. DO NOT use this procedure to locate an NCIC record if the record is also in LEADS.

a. NCIC Locate Message Elements:

Message Key;
NCIC Record Number (NIC);
Originating Authority's Case Number (OCA) from the record being located;
Date of Recovery in Month, Day, Year format (MMDDYY);
Recovering Agency's Case Number (optional).

b. The NCIC Locate Message Key is:

LLL.

- c. Sample NCIC-Only Locate Message -- Recovered License Plate: -- The following example locates the record in the example on page LIC-16.

(1)	(2)	(3)	(4)	(5)
LLL.NIC/P294947906.OCA/A80.092393.PL23.				

- (1) NCIC Locate Message Key.
- (2) NCIC Record Index Number from the record being located (Line 5, page LIC-16).
- (3) Originating Authority's Case Number from the record (Line 4, page LIC-16).
- (4) Date of recovery. Note that no field code precedes the date.
- (5) Optional recovering agency's case number. Note that no field code precedes your case number, which may be up to 9 positions long.

d. Successful NCIC Locate Acknowledgment Message

1L01 NCIC RESPONSE
ILORI0000 (Your ORI)
LOCATED NIC/P294947906

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STOLEN/MISSING LICENSE PLATES (5)

IV. LOCATING RECORDS (Continued)

F. NCIC AUTOMATIC LOCATE NOTIFICATION

1. What is Locate Notification? -- NCIC automatically sends a locate notification, or "\$.L." message to your agency whenever any department locates an NCIC record your agency entered. The second block of the Notification Message contains a major portion of the located record. The third portion, or last two lines of the message, is from LEADS and also notifies you that your record has been located.
2. Sample NCIC Locate Notification Messages -- The following sample message illustrates what would be received at the entering terminal if Missouri State Police Headquarters in Jefferson City located the license plate record on page LIC-29.

Line (0) FROM NCIC
Line (1) \$.L.IL08496T4
Line (2) LOCATE NOTIFICATION AT 1131 EDT 062393.
Line (3) 1L01MSE2SD000000016.LL.MOMHP0040.NIC/P599433511.OCA/L9326807.062393
Line (4) LOCATING ORI IS SHP HDQ JEFFERSON CITY MO

Line (5) MKE/LOCATED LICENSE PLATE
Line (6) ORI/IL08402L5 LIC/ 7388 LIS/IL LIY/93 LIT/TX DOT/061893
Line (7) OCA/ L9326807 062393 MOMHP0040
Line (8) NIC/P599433511

Line (9) CHF 062393 1031

Line (10) CHF24 LDS/L9326807 LOCATED--1031 062393 BY MOMHP0040

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STOLEN/MISSING LICENSE PLATES (5)

IV.F.2. Sample NCIC Locate Notification Messages (Continued)

Explanation

- Line (Ø) identifies the source of the message, NCIC.
- Line (1) indicates this a "\$.L." or locate message followed by the ORI of the agency which entered the License Plate record and is now receiving the Locate Notification Message.
- Line (2) is the time and date that the record was located.
- Line (3) "1LØ1" identifies NCIC as the source of the message.
- The rest of the number (MSE ... Ø16.) can be ignored.
- "LL" is the message key for the NCIC locate message.
- "MOMHPØØ4Ø" is the ORI of the terminal that located the record.
- The next two fields, NIC and OCA, are the identifiers from the record which were used in the locate message. The following six numbers are the date of the locate.
- Line (4) translates the locating (recovering) agency's ORI shown in Line 3.
- Line (5) is the translation of the message key (MKE) contained in the record.
- Lines (6 & 7) show several of the located record's data fields followed by the date of the locate, and the locating agency's ORI.
- Line (8) concludes the NCIC message with the NCIC Record Index Number of the original record.
- Line (9) is the standard header for all messages that originate from the LEADS Hot Files.
- Line (1Ø) is a coded (CHF24) message that gives a summary of the locate.

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STOLEN/MISSING LICENSE PLATES (5)

IV. LOCATING RECORDS (Continued)

- G. LEADS AUTOMATIC LOCATE NOTIFICATION -- Whether your record is located by an out-of-state agency, as shown in F. on the previous page, or it is located by another Illinois agency, as shown below, you will receive the same locate notification message. The example shows how the locate notification message would look if Illinois State Police, District 11, Collinsville, had located a similar record.

CHF 062493 1019

CHF24 LDS/L9313968 LOCATED--1019 062493 BY PPJ

FROM NCIC

\$.L.IL08496T4

LOCATE NOTIFICATION AT 1119 EDT 062493.

1L01L8813968 &.LL.IL06099D2.LIC/BV9303.OCA/L9313968.062493

LOCATING ORI IS DEPT SP DIV ST TROOPERS DIST 11 COLLINSVILLE IL

MKE/LOCATED LICENSE PLATE

ORI/IL08496T4 LIC/ BV9303 LIS/IL LIY/93 LIT/PC DOT/062093

OCA/ L9313968 062493 IL06099D2

NIC/P599563732

H. WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When you receive a message indicating that a set of license plates has been recovered, you should immediately cancel your record. Records do not necessarily need to be located before you can cancel them. The computer does not automatically purge located records.
2. Locate Notification Without Confirmation -- You may occasionally receive a Locate Notification Message without ever having been contacted by the locating agency regarding the status of your case. In this event, you should contact the locating agency to confirm that they have actually recovered the plates described in the located record.
3. Incorrect Locate -- If a record has been located by mistake, there is no way to remove the locate "flag". You should void the located record and enter a new record.
4. Reminder -- After any transaction, double-check your entry for completeness.

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STOLEN/MISSING LICENSE PLATES (5)

V. ENTERING LICENSE PLATE RECORDS

The LEADS Regulations and Policies presented in Chapter 30 specify that participating law enforcement agencies must enter all records pertaining to stolen license plates for which the required identifiers are known.

A. REQUIREMENTS FOR LEADS ENTRY

1. Theft Report -- Your department, or the department for which you provide LEADS services, must have a theft report in an active case file.
2. Required Identifiers Available -- A minimum amount of information, including descriptive and administrative data, is needed to enter a record in the License Plate File. The following fields are required for LEADS record entry:

MKE	Message Key
DOT	Date of Theft
LIM*	License Plate Month of Expiration
LIY	License Plate Year of Expiration
LIS	Licensing State
LIT	License Plate Type
LIC	License Plate Number
ORA	Originating Authority
ENT	Entering Terminal CDC
OPR	Entering Operator's Initials or Assigned Code

Although the MIS Field is not required, it should be used to indicate how many plates are involved.

3. Plate Current or Recently Expired -- To qualify for entry, plates must either be currently valid or have expired no more than 12 months prior to the date of entry.
4. Non-Duplicate -- You may not enter the same license plate twice. However, if two separate incidents are involved, you may enter a plate that has already been entered by another agency. An alternative to entering a second record would be to enter an Add-on record. However, this could not be seen (hit) by out-of-state terminals. (See Chapter 12.)

* LIM is required for all Illinois registered vehicles. When entering non-expiring Illinois license plates, enter LIM/00 and LIY/NX.

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STOLEN/MISSING LICENSE PLATES (5)

V. ENTERING LICENSE PLATE RECORDS (Continued)

- B. REQUIREMENTS FOR NCIC ENTRY -- The requirements for entering stolen license plates into NCIC are almost identical to those established for LEADS entry. Because of this similarity, LEADS has been programmed to automatically perform the necessary slight modifications to certain newly entered LEADS records before forwarding a copy of each record to the NCIC Files. The following differences exist between LEADS and NCIC:
1. Complete Set of Plates -- NCIC prefers to limit entries to those instances where all plates issued in a set are reported stolen. In a two-plate state, like Illinois, when only one license plate is reported stolen/missing, NCIC permits the entry of a record provided that the entering agency is assured that the remaining plate will not be used on a vehicle.
 2. No LIM Field -- NCIC neither requires nor stores LIM in its records.
- C. GENERAL ENTRY PROCEDURES -- At this point, it is assumed that you have been given a theft report or some other document from which to enter a record into the License Plate File. It is recommended that the following steps be performed to complete the entry correctly.
1. Review Requirements for Entry -- Review the requirements given in A. and B. of this section to be sure the license plate you have been asked to enter meets all of the requirements.
 2. Study Sample Enter -- Sample Enter Messages are shown in Section VI.
 3. Obtain Necessary Codes -- Codes are found in Section VII. Look them up and write them on the document from which you will be keying.
 4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in the free-form mode. The sequence of fields for free-form entry is shown in D. of this section. If you have a CRT terminal, you may enter in free-form at the top of the screen or you may use the License Plate Enter Format by keying LFR.FEL.
 5. Key the Data -- Key the data, double check it, then transmit the message to the computer.
 6. Check Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal (see Enter Acknowledgment Message on following page). You should compare the data in this message with the document from which you entered the record to be sure that no errors have been made. Any errors should be immediately corrected by Modification. (See Section VIII.)
 7. Second Party Quality Check -- NCIC requires that all CHF entries are quality checked by a person other than the entering operator. This helps to ensure accuracy and system integrity. The person performing the quality check should initial the enter acknowledgment.

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STOLEN/MISSING LICENSE PLATES (5)

V.C. GENERAL ENTRY PROCEDURES (Continued)

8. Retain Acknowledgment Message -- LEADS Regulations, as found in Chapter 30, require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Message File.
9. Inquiry to Check Message in NCIC -- You may do an inquiry on a record you have just entered to verify the information sent to NCIC and to check the NCIC number.

- D. FREE-FORM ENTRY -- When making a free-form entry, it is important to key each data field in the proper sequence. No data fields are prefaced by Field Codes. A period is used to designate the end of a data field. All fields must be accounted for by a period, even if there is no data to enter.

Free-Form Field Sequence

Line (1) MKE.TMP.
Line (2) DOT.LIM.LIY.LIS.LIT.LIC.
Line (3) MIS.
Line (4) OCA.
Line (5) ORA.
Line (6) ENT.OPR.

Sample Free-Form Enter Message

Line (1) LEL..
Line (2) 060393.10.93.IL.PC.218611.
Line (3) 2 OF 2.
Line (4) L5591.
Line (5) SO EDGAR CO IL.
Line (6) ANJ.TW.

- E. FORMAT ENTRY -- To obtain the format, inquire LFR.FEL.

L EL TMP
DOT 060393 LIM 10 LIY 93 LIS IL LIT PC LIC 218611
MIS 2 OF 2
TEMP MIS
OCA L5591 ORA SO EDGAR CO IL ENT ANJ OPR TW

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

V. ENTERING LICENSE PLATE RECORDS (Continued)

- F. ENTER ACKNOWLEDGMENT MESSAGE -- If the LEADS computer accepts your enter message, it will return an Enter Acknowledgment Message to your terminal with your CDC and the LEADS record number (LDS) added to the first line, and the time and date of entry on the last line. The acknowledgment for the message on the previous page would be:

```
Line (1)  ANJ L9313897 LEL..  
Line (2)  060393.10.93.IL.PC.218611.  
Line (3)  2 OF 2.  
Line (4)  L5591.  
Line (5)  SO EDGAR CO IL.  
Line (6)  ANJ.TW.1242.060393
```

Lines (1) through (6) correspond to your original enter message. Line (1) includes your CDC and the LEADS Record Index Number assigned by the LEADS computer. Line (6) ends with the time and date that LEADS accepted the record.

To confirm NCIC entry, inquire using the LDS or LIC. The response from LEADS should include an NCIC Record Index Number (NIC) which indicates that the record is on file at NCIC.

- G. REJECTS -- If you receive any message in response to your enter attempt other than an Enter Acknowledgment, your message has been rejected. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error.

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STOLEN/MISSING LICENSE PLATES (5)

V. ENTERING LICENSE PLATE RECORDS (Continued)

H. DUPLICATES

1. Duplicate of Your Agency's Record -- If a license plate record entered by your agency is currently on file, LEADS does not permit a second entry of the same record. You would receive the following reject message:

(a)(b) (c) (d)
RANJREJ LIC/218611 ON FILE LDS/L9313897

- (a) is your CDC preceded by an "R" for "reject".
 - (b) means your enter attempt has been rejected.
 - (c) is the license plate number which you have just tried to enter, and which is already on file.
 - (d) is the LEADS Record Index Number of the active record already on file.
2. Duplicate of Another Agency's Record -- When you enter a license plate record which matches another agency's record, you will not be notified of this fact.

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STOLEN/MISSING LICENSE PLATES (5)

V. ENTERING LICENSE PLATE RECORDS (Continued)

J. BROADCASTING -- License Plate records are not broadcast.

K. TRAINING ENTER MESSAGE -- A special message key is provided when you wish to practice entry of stolen license records. The key is LTLE. The rest of the enter message format is exactly the same for training as it is for an actual enter.

When the computer receives a message beginning with LTLE, it analyzes (edits) the entire message the same as it would for any other enter. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file; but you will receive the following message:

cdcTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

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STOLEN/MISSING LICENSE PLATES (5)

VI. SAMPLE ENTER MESSAGES

This Section contains two sets of sample enter problems and formatted enter messages. To "solve" these problems, assume that you are operator ZC, working for Springfield PD at terminal ZLE.

- A. ENTER PROBLEM 1 -- At 1345 PM on June 18, 1993, you receive a theft report from Detective Jones on a set of 1993, Illinois taxi license plates, 7388, with December expiration, just stolen from the Lincoln Cab Company, 311 North Sixth. The word "TAXI" is stamped in stacked letters on both plates. Your case number is PL-236. Enter the plates using as much of the given information as possible.

Sample Enter 1 (Call format with LFR.FEL.):

```
L EL TMP
DOT 061893 LIM 12 LIY 93 LIS IL LIT TX LIC 7388
MIS 2 OF 2, TAXI
TEMP MIS CASE ASSIGNED TO DETECTIVE JONES
OCA PL-236 ORA PD SPRINGFIELD IL ENT ZLE OPR ZC
```

Enter Acknowledgment -- Sample 1

CHF 061938 1349

```
ZLE L9326807 LEL..
061893.12.93.IL.TX.7388.
2 OF 2, TAXI CASE ASSIGNED TO DETECTIVE JONES.
PL-236.
PD SPRINGFIELD IL.
ZLE.ZC.1349.061893
```

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

VI. SAMPLE ENTER MESSAGES (Continued)

- B. ENTER PROBLEM 2 -- You've just received (March 3, 1993) a theft report on one Illinois 1993, license plate stolen or lost from the front of a passenger car. The number of the missing plate is AGB 43Ø, and it expires in September. The owner of the plate intends to continue driving with the one remaining (rear) plate. Enter the plate using as much of the given information as possible.

Sample Enter 2 (Call format with LFR.FEL.):

```
L EL1 TMP _____  
DOT Ø3Ø393 LIM Ø9 LIY 93 LIS IL LIT PC LIC AGB43Ø _____  
MIS 1 OF 2, FRONT _____  
TEMP MIS _____  
OCA 93-19 _____ ORA PD SPRINGFIELD IL _____ ENT ZLE OPR ZC _____
```

Comments:

Because only the front plate of a set of two was reported stolen/missing, the record was entered in LEADS only (using the message key LEL1).

Enter Acknowledgment -- Sample 2

```
CHF Ø3Ø393 Ø944  
  
ZLE L93ØØ891 LEL1.  
Ø3Ø393.Ø9.93.IL.PC.AGB43Ø.  
1 OF 2, FRONT.  
93-19.  
PD SPRINGFIELD IL.  
ZLE.ZC.Ø943.Ø3Ø393
```


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STOLEN/MISSING LICENSE PLATES (5)

VII. FIELD DESCRIPTIONS AND CODES

A. FIELD DETAILS

The following pages provide a detailed description and specifications for each of the data fields found in License Plate File records and messages. Each field is described in a standard format labeled A thru L. Once you become familiar with the format, you should be able to quickly locate specific information about any field.

B. SUMMARY/INDEX

On the opposite side of this card is a summary and index for all License Plate File data fields. For many situations, the summary may provide the answers to your questions without referring to the details.

C. CODES

The codes used in the LIS and LIT fields may be found in Chapter 6, Vehicles.

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STOLEN/MISSING LICENSE PLATES (5)

L I C E N S E P L A T E F I L E D A T A F I E L D S U M M A R Y / I N D E X

FIELD NAME		LIC- PAGE # FOR DETAILS	LIC- PAGE # FOR CODES	NO. OF POSI- TIONS (LENGTH)	CHAR- ACTER TYPES (1)	USED WITH INQ.?	WHEN MODIFYING, YOU MAY REQD. FOR			
CODE							ADD	CHANGE	DELETE	ENTER?
Message Key/Record Label										
MKE		33	34	1-5	C	Yes	N/A	Yes	No	Yes
Temporary Info. for Enter										
TMP		35	-	to 50	L,N,P	N/A	N/A	N/A	N/A	No
Date of Theft/Disappearance										
DOT		36	-	6	N	No	N/A	Yes	No	Yes
License Plate Month of										
	Expiration	LIM	-	2	N	No	Varies	Yes	Varies	Varies
License Plate Year of										
	Expiration	LIY	-	2	N	Yes	N/A	Yes	No	Yes
Licensing State/Country										
LIS		40	VEH-166	2	C	Yes	N/A	Yes	No	Yes
License Plate Type										
LIT		41	VEH-172	2	C	(2)	N/A	Yes	No	Yes
License Plate Number										
LIC		42	-	to 8	L,N	Yes	N/A	Yes	No	Yes
Miscellaneous (Permanent)										
MIS		44	-	to 13/20	L,N,P	No	Yes	Yes	Varies	Varies
Miscellaneous (Temporary)										
		46	-	to 51	L,N,P	No	N/A	N/A	N/A	No
Originating Authority's Case #										
OCA		VEH-189	-	to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency										
	Name	ORA	VEH-190	8-25	L,N,P	No	N/A	Yes	No	Yes
Entering Terminal CDC										
ENT		VEH-191	-	3	C	No	N/A	No	No	Yes
Entering Terminal Operator's										
	Initials/ID	OPR	VEH-192	2	L,N	No	N/A	No	No	Yes
Time of Entry										
TME		VEH-193	-	4	N	No	N/A	No	No	N/A
Date of Entry										
DTE		VEH-194	-	6	N	No	N/A	No	No	N/A
NCIC Record Index Number										
NIC		48	-	10	C,N	Yes	N/A	No	No	N/A
LEADS Record Index Number										
LDS		49	-	8	C,N	Yes	N/A	No	No	N/A

(1) L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.

P = Certain punctuation marks and special characters.

(2) Only necessary for certain registration file inquiries. Does not affect the outcome of an inquiry for lost or stolen.

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: Message Key/Record Label
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 1-5 positions free-form; LFR.FEL. is enter format key.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, the asterisk and hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|--------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> No | <u>DELETED?</u> N/A |
|-------------------|--------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: The message key used with a License Plate record tells the computer whether a record is being entered into LEADS only or both the LEADS and NCIC Files, whether there is need to show caution, and whether a record is being modified, located, cancelled, inquired upon or voided.
- K. ALLOWABLE DATA AND EDITS:
1. Use message key LEL when entering complete sets. Record will go into LEADS and NCIC.
 2. Use message key LEL1 when entering incomplete sets with no unusual circumstances. Record will go into LEADS only.
 3. NCIC does not allow incomplete sets unless unusual circumstances exist, or interstate travel is a definite factor.

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STOLEN/MISSING LICENSE PLATES (5)

MESSAGE KEY/RECORD LABEL (MKE) (Continued)

K. ALLOWABLE DATA AND EDITS (Continued):

Allowable Data -- The message key for a License File message must be taken from the following table:

LICENSE FILE MESSAGE KEY TABLE

	<u>ENTER</u>	<u>MODIFY</u>	<u>CANCEL</u>
To call screen format	LFR.FEL.	LFR.FMOD.	LFR.FCANC.
LEADS & NCIC	LEL LEL-A	LML	LCL
LEADS Only	LEL1 LEL1A	LML	LCL
Training	LTLE	LTLM	LTCL

	<u>VOID</u>	<u>INQUIRY</u>	<u>LOCATE</u>
To call screen format	LFR.FVOID.	LFR.FINQ.	LFR.FMOD.
LEADS & NCIC	LXL	LFR.FQ. (short format)	LML
LEADS Only	LXL	See Inquiry Table	LML
NCIC Only	LXL		LLL

CAUTION INDICATOR -- If there is reason to believe that the thief is armed or that the stolen plate(s) will be used on a vehicle whose occupants and/or driver could be armed and dangerous, use the message key ending with the letter A. When the caution indicator suffix (A) is used, give amplifying details in the MIS Field.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

A. FIELD NAME: Temporary Information for Enter Message

B. FIELD CODE: TMP

C. FIELD LENGTH: Up to 50 positions.

D. CHARACTER TYPE(S) ALLOWED: All types.

E. USED AS ON-LINE INQUIRY IDENTIFIER? No

F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No

G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

The data placed in this field is not stored in the computer file. Therefore, it cannot be modified.

H. ON ENTRY, DATA IS: Optional.

J. PURPOSE AND USAGE: The information entered in this field appears only in the Enter Acknowledgment Message that is retained in your agency's Active Message File. Administrative data of value only to your agency should be keyed into this field.

K. ALLOWABLE DATA AND EDITS: Any free-text notes or statement.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: Date of Theft/Date Lost
- B. FIELD CODE: DOT
- C. FIELD LENGTH: Always 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Denotes the date the license plate was lost or stolen.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any date in Month/Day/Year format. May 21, 1993, would be coded 052193.

Edits -- Date must be 6 numerics, valid in terms of the month, day, and year.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: License Plate Month of Expiration
- B. FIELD CODE: LIM
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numerals 01 through 12 only. (See paragraph K.)
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|------------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes (Note 1) |
|-------------------|---------------------|------------------------------|
- H. ON ENTRY, DATA IS: Required for all Illinois registered vehicle records with an LIS of "IL". (When an Illinois LIM is unknown, run a 10-28 inquiry on the plate number and obtain the LIM from the SOS response.) LIM is optional in all other cases.
- J. PURPOSE: Indicates the last month of the LIY during which the plate may be legally displayed. Having LIM in the computer record allows for purging expired plates on a monthly basis. Without LIM, expired plates could only be purged once per year, based on the LIY.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- For Illinois passenger car plates, the LIM is taken from the sticker on the rear plate and may be any numeric from 01 through 12.
- L. NOTES:
1. LIM may not be deleted from a record when LIS is IL.
 2. LIM is not provided for by NCIC. Therefore, when you enter a record that includes an LIM, the LEADS computer stores the LIM in the LEADS record, but does not send the LIM to NCIC.
 3. When entering non-expiring Illinois license plates, enter LIM/00 along with LIY/NX.

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STOLEN/MISSING LICENSE PLATES (5)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: License Plate (Registration Number) Year of Expiration
- B. FIELD CODE: LIY
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but use of LIY is discouraged because it can cause you to miss positive responses.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | | | | | | |
|---------------|------------|-----------------|------------|-----------------|-----------|
| <u>ADDED?</u> | <u>N/A</u> | <u>CHANGED?</u> | <u>Yes</u> | <u>DELETED?</u> | <u>No</u> |
|---------------|------------|-----------------|------------|-----------------|-----------|
- The data stored in this field is required for entry; therefore, it cannot be deleted.
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: Indicates the year that the vehicle's registration will expire.

Illinois LEADS Reference Manual

STOLEN/MISSING LICENSE PLATES (5)

LICENSE PLATE YEAR OF EXPIRATION (LIY) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Enter the last two digits of the highest year in which the license plate is valid as indicated on the registration document.

Non-expiring -- Indicate a non-expiring license plate by entering NX when all of the following conditions exist:

1. No year sticker is on the plate.
2. No year is embossed on the plate.
3. Illinois non-expiring plates will have the letter "P" embossed on the plate.
4. The registration supporting the plate indicates no expiration.

U.S. Government, U.S. Military, state, county, and municipal vehicle plates are non-expiring.

Expired -- LEADS allows the entry of plates which have expired up to one year of expiration. This would include passenger cars and motorcycles.

Edits -- LIY must be entered. LIY may be equal to or greater than the year of entry. However, LIY cannot be lower than the year of entry minus one except when entering a non-expiring plate (LIY/NX). For example, a 93 plate can be entered in 1994. However, the computer will not allow entry of an 92 or older plate in 1994.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: License Plate State of Registration/Country of Registration
- B. FIELD CODE: LIS
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic characters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, in conjunction with LIC.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? Yes

DELETED? No

The data stored in this field is required for entry; therefore, it cannot be deleted.

- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE AND USAGE: Indicates the state (or foreign country) which issued the license plate; helps to identify the plate.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Must be one of the two-character codes from the tables which begin on page VEH-166 in the next chapter.

If no code can be found for a particular foreign country, use "YY" and list the country in the MIS Field.

Edits -- LIS must be one of the codes found in the tables beginning on page VEH-166 in the next chapter. LIS must be entered along with LIY, LIT and LIC. For Illinois registered plates, LIM must also be entered.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: License Plate Type (Registration Number Type)
- B. FIELD CODE: LIT
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic characters only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No. (Does affect the outcome of some 10-28's. See Notes.)
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? Yes

DELETED? No

The data stored in this field is required for entry; therefore, it cannot be deleted.

- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: Indicates the type of plate or registration number. Wording printed on the plate itself such as FARM, EXEMPT, TRAILER, POWER, APPORTIONED, etc. must be taken into account when looking for the correct LIT code in the table beginning on page VEH-172 in the next chapter. Plate type (LIT) may not always correspond to the actual vehicle type or model, depending upon the registration and licensing laws in the state of registration. For example, in Illinois a van may be licensed as a passenger car, truck, or recreational vehicle. The correct LIT codes are PC, TK, and ZZ respectively. However, the model code (VMO) for a van is always "TK" for truck. Remember that LIT only reflects how the vehicle is registered and not what it was built for or what it is being used for.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Must be a two-character code taken from the table beginning on page VEH-172 in the next chapter.
- Edits -- LIT must be entered along with LIY, LIS and LIC. For Illinois registered plates, LIM must also be entered.
- L. NOTES: 1. For a 10-29 (check for stolen) to LEADS and NCIC, the LIT Field may be included with a plate number (LIC), but the LIT has no bearing on the outcome.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

A. FIELD NAME: License Plate Number or Registration Number

B. FIELD CODE: LIC

C. FIELD LENGTH: Up to 8 positions.

D. CHARACTER TYPE(S) ALLOWED: Letters and numbers only.

E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes (See Notes.)

F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes

G. WHEN MODIFYING, DATA CAN BE:

ADDED? N/A

CHANGED? Yes

DELETED? No

The data in this field is required for entry; therefore, it cannot be deleted.

H. ON ENTRY, DATA IS: Required.

J. PURPOSE: Provides the key identifier for any plate record.

K. ALLOWABLE DATA AND EDITS:

1. What to Enter -- Enter up to 8 numbers and letters that actually appear on the license plate.
2. Number Too Long -- If the number exceeds 8 characters, enter the last 8 characters in the LIC Field and enter the complete number in the MIS Field.
3. Partial Number -- Partial or incomplete plate numbers may not be entered except in the case described above where the complete number exceeds eight positions.
4. Hyphens -- Do not enter hyphens in the LIC Field. If a hyphen appears in the number on the plate, enter the number without the hyphen in the LIC Field and enter the number with the hyphen in the MIS Field.
5. Symbols -- Do not enter symbols used to separate two elements of the number.

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STOLEN/MISSING LICENSE PLATES (5)

LICENSE PLATE NUMBER (LIC) (Continued)

6. Spaces -- When the number on the plate includes a space, enter without any spaces in the LIC Field.
7. Stacked Characters -- When characters in the plate number appear one on top of another, or "stacked", enter the characters top to bottom, left to right:

V
127D is entered 127VDC.
C

P^S
R^T1687 is entered LIC/PR1687ST.

8. Words -- "Extra" words stamped on the plate which describe the type of plate such as TAXI, FARM, TRAILER, etc. are not considered part of the plate number, and must not be entered in the LIC Field. However, in some cases, it may help to include this data in the MIS Field, space permitting.

- L. NOTES: For any Hot Files transaction including a 10-29 (check for stolen), the LIC Field must contain data that appears on the plate according to the rules given above. However, for an Illinois registration inquiry (10-28) on certain kinds of plates, the LIC Field must contain a "modified" number. See the 1028 Chapter.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (Permanent)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: 13 positions for NCIC records; 20 positions for LEADS records. When 20 positions are not enough for a LEADS-only record, enter an Add-On record as described in Chapter 12.
- D. CHARACTER TYPE(S) ALLOWED: Letters, numbers and five special characters -- \$, &, /, comma, and hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, DATA CAN BE:
- | <u>ADDED?</u> | <u>CHANGED?</u> | <u>DELETED?</u> |
|---------------|-----------------|-----------------|
| Yes | Yes | Yes |
- H. ON ENTRY, DATA IS: Generally optional, but required where data in other fields is not considered adequate to identify the plate. See the Notes in paragraph L on the next page.
- J. PURPOSE AND USAGE: To give as much information as possible about the license plate to improve the chances of making positive and correct identification. Information that should be entered in the MIS Field includes full LIC including spaces and hyphens if longer than 8 characters, and an indication of how many plates in a set were reported stolen/missing. The MIS Field also provides a place to give amplifying information about a caution indicator suffix used with the enter message key. Such information could be critical to the recovering officer's safety.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any data which helps to identify the license plate or to explain the case.

Edits -- In free-form entry, the computer considers the first period in the MIS Field to be the ending character of the field. Extra periods will cause the message to be rejected.

SAMPLE MIS Completion:

Incomplete Set: MIS 1 OF 2 REAR

Complete Set: MIS 2 OF 2

Note: When defining an incomplete set, the plate indicated (front, rear, etc.) must be the missing plate(s) not the remaining plate(s).

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STOLEN/MISSING LICENSE PLATES (5)

MISCELLANEOUS INFORMATION (PERMANENT) (MIS) (Continued)

- L. NOTES:
1. Periods -- Do not use periods within the MIS Field.
 2. Long Plate Numbers -- License plate numbers exceeding 8 characters must be shown completely (including hyphens and/or spaces) in the MIS Field, because only the last 8 characters of the plate number are entered in the LIC Field.
 3. Two-Plate States -- When entering license plates issued by a "two-plate state" (including Illinois), specify whether one or both plates of the set have been reported stolen/missing.

Examples: 1 OF 1
 1 OF 2 REAR
 2 OF 2
 4. MIS Field Too Short -- When the Permanent Miscellaneous Field does not provide enough space to enter all of the data pertinent to a record, enter an Add-On record as explained in Chapter 12. Keep in mind that the Add-On does not go to NCIC and will not be seen at out-of-state terminals.
 5. Reason for Caution -- If the license plate is entered with a message key indicating the thief or user of the plate could be armed and dangerous (LEL-A or LEL1A), list the weapon or reason for caution in the MIS Field.
 6. Related Cases/Records -- If another LEADS/NCIC record is related to the record in question, the Miscellaneous Field should include the NIC number of the related record.
 7. Test Record -- The MIS Field should contain the words "TEST, IGNORE" when you have entered a record for training purposes.

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STOLEN/MISSING LICENSE PLATES (5)

FIELD DESCRIPTION

- A. FIELD NAME: Temporary (Miscellaneous)
- B. FIELD CODE: TEMP MIS
- C. FIELD LENGTH: Up to 51 positions.
- D. CHARACTER TYPE(S) ALLOWED: Any character except a period.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? N/A
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? N/A
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE AND USAGE: To permit the entering agency to show extra miscellaneous information for its own records on the hard copy printing of the Enter Acknowledgment Message. This is not really a separate field, but merely the tail end of the Permanent Miscellaneous Field. Since Temporary Miscellaneous Field data is not stored in the LEADS or NCIC Files, it will never appear in a hit response.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any data. Do not use periods except as the very last character (free-form only) to signify the end of the field.
- L. NOTES:
1. CAUTION -- When entering a test record for training purposes, do not use the Temporary area to indicate that the record is a test. If you do not immediately void the record and someone hits it, there will be no indication that the record was entered only for test purposes because the Temporary area will be gone. Use the Permanent Miscellaneous (MIS) Field to indicate a record is for test purposes.
 2. To avoid having the MIS and TEMP MIS data run together on the Enter Acknowledgment printout, leave a space in the first position of the TEMP MIS Field.

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F I E L D D E S C R I P T I O N

Descriptions for the following six fields which are common to all Computerized Hot Files are covered in the next chapter (VEHICLES) instead of being repeated here.

<u>Field Code</u>	<u>Field Name</u>	<u>Page</u>
OCA	<u>O</u> riginating Authority's <u>C</u> ase Number	VEH-189
ORA	<u>O</u> riginating <u>A</u> uthority's Agency Name	VEH-190
ENT	<u>E</u> ntering Terminal CDC	VEH-191
OPR	Entering Terminal <u>O</u> per <u>a</u> tor's Initials or Identifier	VEH-192
TME	<u>T</u> ime of <u>E</u> ntry	VEH-193
DTE	<u>D</u> ate of <u>E</u> ntry	VEH-194

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FIELD DESCRIPTION

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letters P and Z (See Note 1) and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with message key NZN.
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when locating a record that originated in another state.
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: To uniquely identify a single record in the NCIC file. LEADS records that were also entered into the NCIC file will contain a NIC number (See Notes) which serves as an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of locating that record.
- K. ALLOWABLE DATA AND EDITS: NIC numbers for NCIC License Plate File records always begin with the letter P. The next seven digits are a unique, sequential number. The last two digits are check-digits.
- L. NOTES: When a record is first entered into LEADS, ten Z's are entered in the NIC Field while the enter message is being forwarded to NCIC. When NCIC enters the record in its own file, it assigns an NIC number and sends the number back to LEADS. LEADS, then, replaces the Z's with the NIC number. This process normally takes only seconds. If you hit a LEADS record with Z's in the NIC Field, send the LDS# to terminal KQC by directed message.

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F I E L D D E S C R I P T I O N

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter L and the numbers 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. USED AS IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, DATA CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: (Not entered.)
- J. PURPOSE AND USAGE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS: The LDS is constructed in three parts. The first character tells what file the record is stored in. All records in the License Plate File have a LDS number beginning with L. The next two digits represent the year in which the record was entered into the file. The final five digits are a sequential number.

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VIII. MODIFICATION

A. GENERAL MODIFICATION INFORMATION

1. What is Modification? -- Modification is the process of adding, changing or deleting data contained in an active record. You may modify only those records that were entered by your agency. You may not modify a record entered by another agency. If you know the data is wrong and have the correct information, notify the entering agency.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered; (2) when you discover an error in a record entered by your agency; (3) when circumstances surrounding the case have changed; or (4) when a partial recovery (1 of 2 stolen plates) has been made.
3. Modify Message Keys -- The message key used to modify a License Plate File record is LML. The message key for training purposes is LTLM.
4. Required Identifiers -- A modify message must contain two identifiers preceded by their field codes. These identifiers are the LEADS Record Index Number (LDS) and the LIC. The two identifiers must match the corresponding data in the record or your message will be rejected.
5. Random Sequence of Fields -- Following the message key, the LDS Number and the LIC, the fields to be modified may be listed in any order.
6. Number of Fields Per Message -- Any number of fields up to 10 (every modifiable field) may be included in a free-form modify message. The modify screen format LFR.FMOD. allows up to five fields to be modified per message.
7. NCIC Copy Automatically Modified -- A single modify message to LEADS automatically causes the same change(s) to be made to the NCIC copy of the record. The only exception is that a change to the LEADS ORA Field will not change the ORI in the NCIC record.

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VIII. MODIFICATION (Continued)

B. WHAT CAN AND CAN'T BE MODIFIED?

1. Fields Which Can Be Modified -- You may modify the contents of any of the following fields:

DOT - Date of Theft
LIM - License Plate Month of Expiration
LIY - License Plate Year of Expiration
LIS - License Plate Issuing State
LIT - License Plate Type
LIC - License Plate Number
MIS - Miscellaneous
OCA - Originating Authority's Case Number
ORA - Originating Authority's Agency Name

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be modified except by voiding the original record and entering an entirely new record:

MKE - Message Key
TMP - Temporary Information
LDS - LEADS Record Index Number
NIC - NCIC Record Index Number
ENT - Entering Terminal's CDC
OPR - Entering Operator's Initials or ID
TME - Time of Record Entry
DTE - Date of Record Entry

C. SAMPLE MODIFICATION PROBLEMS AND SOLUTIONS

1. Changing License Month of Expiration -- Suppose you have entered record L9300067 concerning stolen vehicle license plates, number 431662, and now learn that the LIM of March is incorrect. Modify the record to change the LIM to October.

Sample Free-Form Modify Message:

(a) (b) (c) (d)
LML.LDS/L9300067.LIC/431662.LIM/10.

- (a) Modify message key for License Plate File.
- (b) LEADS Record Index Number of record to be modified (required identifier).
- (c) LIC of record to be modified (required identifier).
- (d) Field being modified.

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VIII.C. SAMPLE MODIFICATION PROBLEMS AND SOLUTIONS (Continued)

2. Correcting Erroneous LIC -- While examining an Enter Acknowledgment Message, you realize you've keyed the wrong license plate number (TAM21) into the LIC/ Field of the LEADS record, number L93Ø1187. The correct number is TAM12.

Sample Format Modify Message:

	(a)	(b)
	L ML	LDS/ L93Ø1187
(c)	LIC / TAM21	
	DATA FIELDS:	
(d)	LIC/ TAM12	

INSTRUCTIONS: 1. COMPLETE MSG KEY FOR DESIRED FILE.
2. INSERT LDS NUMBER OF RECORD.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
6. INSERT DATA TO REPLACE EXISTING DATA.

- (a) Modify message key.
- (b) LDS number of record to be modified (required identifier).
- (c) The incorrect LIC of the record, correctly used as the second required identifier.
- (d) The field to be modified, here containing the correct LIC.

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STOLEN/MISSING LICENSE PLATES (5)

VIII. MODIFICATION (Continued)

- D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged either by a reject message or the following:

1. Successful Modify Acknowledgment

(a) (b) (c)
cdc MODIFY LDS/L9301187.

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the record was successfully modified.
- (c) The LEADS Record Index Number of the record successfully modified.

2. Confirming Modification Results -- To confirm that a record was modified as you intended, especially in NCIC, inquire on it and review the response message.

If the NCIC record is not as you intended, send a directed message to the LEADS User Services Section, terminal KQC.

3. Partial Success -- There is no such thing as a partially successful modification.

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IX. ADD-ON CAPABILITY

LEADS provides the capability of appending additional information to any LEADS record. This is useful when the MIS Field (permanent portion) is too small to contain necessary data. See Chapter 12, Add-On Records, for procedures.

Add-on data is LEADS only. Therefore, it is not available to out-of-state agencies. You should put the most important information in the permanent MIS Field of the master record.

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X. VOIDING

A. WHAT IS VOIDING? Voiding is the process of removing a record from LEADS and NCIC, especially a record that was entered by mistake. You can only void records that your agency has entered. Once a record has been voided, it can no longer be hit by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake should be voided as soon as the error is discovered.
2. Can't Modify -- If incorrect data was entered in a field that cannot be modified, void the original record and enter a new one.

C. HOW TO VOID -- A void message always contains the following three elements: the message key, the LEADS Record Index Number, and the LIC.

1. The Void Message Key for the License Plate File is

LXL.

2. Sample Free-Form Void Message

(a) (b) (c)
LXL.LDS/L9301187.LIC/ARS52.

(a) Message key to void a license plate record.

(b) LEADS Record Index Number of record to be voided.

(c) License plate number from the record to be voided.

3. Sample Format Void Message (LFR.FVOID.)

LX L LDS/ L9301187
LIC / ARS52

INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.

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X. VOIDING (Continued)

D. VOID MESSAGE ACKNOWLEDGMENT

1. Successful Void Acknowledgment -- Successful void messages will be acknowledged by the following:

(a)	(b)	(c)
cdc VOID		LDS/L93Ø1187

- (a) CDC of the terminal which sent the void message.
 - (b) Indication that the record was successfully voided.
 - (c) LEADS Record Index Number of the record that was voided.
2. Rejected Void Message -- A response other than the one above indicates that your void message was rejected. Correct any errors and resend the void message.

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STOLEN/MISSING LICENSE PLATES (5)

XI. CANCELLING A RECORD

- A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. Once a record is cancelled, it may not be retrieved by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.
- B. WHO MUST CANCEL? -- The responsibility to cancel a record lies solely with the agency which entered the record.
- C. WHEN TO CANCEL -- A LEADS/NCIC record should be cancelled when a set of stolen or missing license plates has been recovered.
- D. HOW TO CANCEL -- A cancel message contains either three or four elements: the cancel message key; the LEADS Record Index Number (LDS); the license plate number (LIC); and the recovering agency's ORI which is optional.

1. The Cancel License Plate Message Key is

LCL.

2. Sample Free-Form Cancel License Plate Message

(a) (b) (c) (d)
LCL.LDS/L9301187.LIC/ARS52.MOSPD0000.

- (a) Message key for license plate cancellation.
- (b) LEADS Record Index Number of record being cancelled.
- (c) License plate number contained in record to be cancelled.
- (d) Optional recovering agency's ORI. No Field Code is used. If included it becomes a permanent part of the cancelled record on the CHF Record History File.

3. Sample Format Cancel (LFR.FCANC.)

LC L LDS/ L9301187
LIC / ARS52
RECOVERING AGENCY ORI MOSPD0000
INSTRUCTIONS:

1. COMPLETE MSG KEY FOR FILE DESIRED.
2. INSERT LEADS NUMBER OF RECORD TO BE PROCESSED.
3. INSERT FIELD ID CODE FOR TYPE OF FILE.
4. INSERT 2ND IDENTIFIER FROM RECORD.
5. INSERT ORI OF RECOVERING AGENCY.

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XII. AUTOMATIC PURGING

License plate records are automatically purged from the Computerized Hot Files when they have been on file for a specified period of time. LEADS and NCIC have different criteria for determining when to automatically purge a record from the License Plate File. For this reason, the LEADS staff ensures that copies of LEADS records in the NCIC File are purged at the same time that the corresponding LEADS copies are purged.

A. CHF PURGE SCHEDULE

1. LEADS

- a. Multi-Year Plates -- License Plate records for Illinois passenger cars and motorcycles will remain in active status for 12 months beyond the plates' expiration dates as indicated by the LIY and LIM Fields. A purge procedure is run monthly to remove CHF records on plates that have been expired for a full 12 months.
 - b. Other Plates -- License Plate records for all Illinois plates that are not multi-year and all out-of-state plates are purged as they expire.
2. NCIC -- An Illinois License Plate record not entered by an Illinois terminal is retained in NCIC's file for one year after the end of the plate's year of expiration (LIY) as shown in the record. NCIC purges these expired records once each year in January. NCIC records entered by Illinois terminals are purged at the same time the corresponding LEADS records are purged.
 3. Non-Expiring Plates -- License Plate records for non-expiring license plates, entered with LIY/NX, are automatically purged by both LEADS and NCIC four full years after the end of the year of entry. For example, all records with LIY/NX that were entered during 1987 will be purged in January 1992.
 4. Other Files -- License plate data that appears in another file, e.g., Vehicles, will also be purged at the same time the License Plate record is purged.

- B. PURGE NOTIFICATION -- At the same time that the LEADS computer purges a License Plate File record, it automatically sends the following message to the terminal that entered that record:

Line (1) CHF 120193 0047

Line (2) cdcPURGED LDS/L9300419 OCA/93-L64

Line (1) is the standard header which, in this case, tells you the exact time and date that the purge occurred. Line (2) identifies the terminal that originally entered the record and the record that was purged. At the end of Line (2) is the Originating Authority's Case Number (OCA) taken from the purged record.

VEHICLES
(VEH)

VEHICLES
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Chapter 8

DRIVER RECORDS/PHOTO ID

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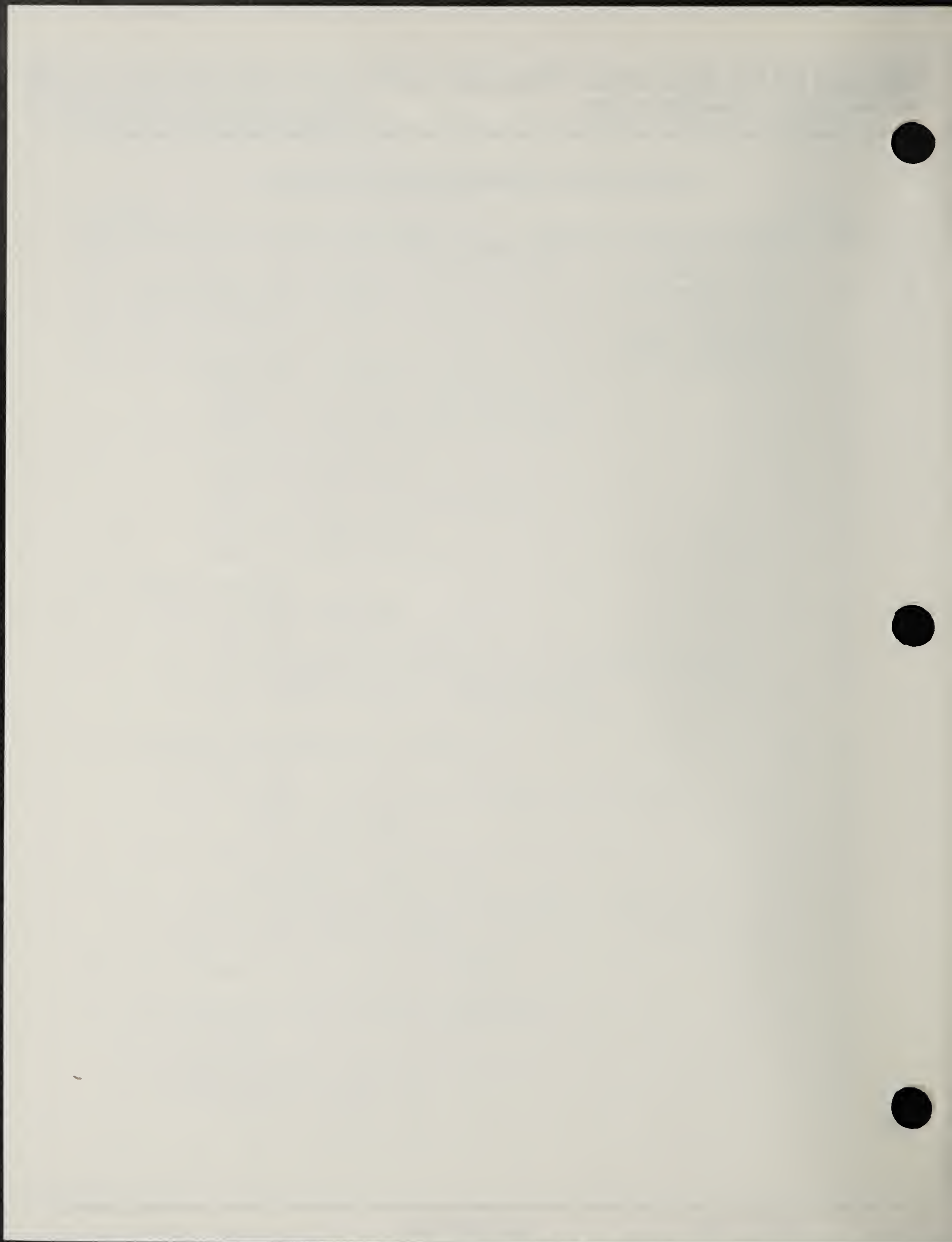
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I. WHAT THIS CHAPTER COVERS

The material presented in this chapter includes:

In- and out-of-state 10-27 inquiries

Illinois 10-27 response interpretation

Off-line services by Illinois SOS

Illinois SOS Driver's File

Computation of an Illinois DLN

Photo ID inquiries and responses

Illinois SOS Soundex Inquiry

This material will enable you to access and interpret information obtained from the Illinois Secretary of State's Driver's File, inquire into the driver's license files of foreign states, request off-line services such as the Soundex or Driver's Record Abstracts, understand how an Illinois DLN (Driver's License Number) is computed, make Photo ID File (PID) inquiries, and translate the many codes contained in 10-27 responses.

Note: Access to and dissemination of the information stored in driver record files are restricted. Refer to Chapter 30, page REGS-23, for the LEADS regulations governing 10-27 inquiries.

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II. ILLINOIS 10-27

- A. DESCRIPTION -- An automated Illinois 10-27 inquiry is a request for driver's license information on a person licensed to drive by the State of Illinois. When you make such an inquiry, the LEADS computer automatically forwards the message to the Illinois Secretary of State's computer over the high-speed interface for a search of the Driver's File. When you use the identifiers NAM, SEX and DOB, the LEADS and NCIC Computerized Hot Files are searched first to determine whether the person you've inquired upon is wanted or missing, and then your 10-27 inquiry is transmitted to SOS. Thus, you may receive three separate messages in response to a single Illinois 10-27 inquiry. Two responses will contain the results of the LEADS and NCIC CHF inquiries (see Chapter 9); the third response will be from the Secretary of State's Driver's File via the LEADS interface.

B. THE ILLINOIS DRIVER'S FILE

1. Description -- The Illinois Driver's File is an automated computer file maintained by the Illinois Secretary of State. This file contains records of driver's license information on every person who is currently licensed to drive by the State of Illinois. The file also includes suspended, revoked, and cancelled licenses as well as "Driver Control Records" on out-of-state drivers who have been convicted of a traffic violation while driving in Illinois. As an example of its size, in April of 1980, the Driver's File comprised approximately 8.7 million records.
2. Access to Driver's License Data -- Records contained in the SOS Driver's File may be accessed by means of both on- and off-line procedures.
 - a. On-line -- Driver's license data may be obtained on-line by means of an automated Illinois 10-27 inquiry through the LEADS computer and high-speed SOS interface. These inquiries require using DLN (Driver's License Number) or NAM, SEX and DOB (Driver's Name, Sex and Date of Birth) as identifiers.
 - b. Off-line -- Driver's File data may also be obtained by two off-line methods described in this chapter. These methods are:
 - (1) Driver's License Soundex (see page 1027-42)
 - (2) Request for Driver's Record Abstract (see page 1027-42 thru 1027-45)

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II.B. THE DRIVER'S FILE (Continued)

3. Computation of Illinois DLN* -- An Illinois DLN (Driver's License Number) is a 12-position alphanumeric figure, computed by a special formula and assigned by the Secretary of State. Although two hyphens appear within the number (DLN) on the license itself, these hyphens are never used in a LEADS inquiry or 10-27 response. Each DLN encodes a driver's name (including last name, first name or initial and middle initial), sex and birth-date as shown below:

Y62093057270

3 numeric digits signifying driver's sex and encoded day of birth.

Last two digits of driver's year of birth (here, 1957).

3-digit code representing driver's first name or initial and middle initial.

First letter of driver's last name followed by 3 numeric digits derived from the remainder of the last name.

Note that the numbers 7, 8 and 9 never appear in the first three numeric positions. Also, the last three digits must be 001 thru 372 if the driver is male, and 601 thru 972 if female. The numbers 373 thru 600 are invalid in the final three positions. Note, too, that titles and designations such as Sr., Jr., III and MD are not coded into the DLN, and therefore should not be included in an inquiry.

Records in the SOS Driver's File are indexed by DLN only, so when a 10-27 inquiry is made by driver's NAM, SEX and DOB, the Secretary of State's computer must calculate a DLN from the given identifiers. The Driver's File may then be searched using the computed DLN as a search key. It is mandatory that the full name including middle initial (if any) be used in order that the computed DLN will match the driver's record.

4. SOS Driver's File Data Fields -- A typical record contained in the Illinois Secretary of State's Driver's File consists of the following driver's license information:

- current status of driver's license
- operator's name, address, sex and date of birth
- operator's physical description including height, weight and hair and eye color
- operator's license number (OLN*), class, type
- dates of driver's license issue and expiration
- restrictions, if any
- number and description of stops and convictions, if any

The information listed above is formatted into a standard SOS Driver's File response represented and interpreted on pages 1027-8 thru 1027-10.

*DLN and OLN are synonymous terms: 'DLN/' is used as a field code in LEADS messages; 'OLN/' appears in most SOS and NCIC responses.

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II. ILLINOIS 10-27 (Continued)

C. HOW TO MAKE AN AUTOMATED ILLINOIS 10-27 INQUIRY -- A successful, automated Illinois 10-27 inquiry is a combination of a message key (MKE) and required identifiers. The number of files to be searched by your inquiry is determined by the combination you choose. The message keys and identifiers required for an Illinois 10-27 are described below.

1. Message Keys -- LZW2 is the free-form message key for a 10-27 inquiry. If you are using the FINQ or FQ screen formats, the message key is Z2. You may substitute a '5' for the '2' in the message keys. When used with an Illinois DLN, the '5' message keys cause the driver's name, sex and DOB from the 10-27 response to be automatically run against the LEADS and NCIC Wanted/Missing Persons Hot Files. See the TABLE OF 10-27 INQUIRIES, page 1027-6.
2. Required Identifiers -- The following identifiers may be used in both free-form and formatted Illinois 10-27 inquiries. Responses vary depending on which type of 10-27 inquiry is made (see the TABLE OF ILLINOIS 10-27 INQUIRIES).

NOTE: In the cases where more than one identifier is required (paragraphs b and c below), the identifiers are listed in the order in which they must be keyed in a free-form inquiry. Any other sequence will be rejected by LEADS.

- a. DLN (Driver's License Number) -- This identifier may be used with any of the message keys described above to cause a search of the Illinois SOS Driver's File.

When you inquire by DLN using a '5' suffix message key, your inquiry may cause searches of both LEADS and NCIC Persons Files, as well as the SOS Driver's File. (See Chapter 9 for interpretation of LEADS and NCIC responses.)

- b. NAM, SEX and DOB (Driver's Name, Sex and Date of Birth) -- These identifiers may be used only with the '2' suffix message keys. An inquiry by NAM, SEX and DOB will first cause searches of the LEADS and NCIC Hot Files (see Chapter 9). Next, the inquiry will be forwarded to SOS. There a DLN will be automatically computed from the identifiers you supplied (see page 1027-3), and the Driver's File will be searched by this DLN.

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II.C.2. REQUIRED INQUIRY IDENTIFIERS (Continued)

c. Combining NAM, SEX, DOB and DLN -- The combination of all four identifiers may only be used with the '2' suffix message keys to search the LEADS and NCIC Hot Files and the SOS Driver's File.

As explained in paragraph 2.b (page 1027-4), the SOS computer automatically computes a DLN from the NAM, SEX and DOB identifiers. If this computed DLN does not match the one given in your inquiry (i.e., if you made a mistake in keying the identifiers or if they have been falsified), you will receive a special response from the SOS computer containing the results of two separate searches; one by the computed DLN, the other by the given DLN (see page 1027-11, Example a.)

3. How To Format Names -- If the name (NAM) used in an inquiry is not complete or not formatted correctly, the computed DLN is not likely to match on the correct driver record. You may get either a negative response or, possibly, the wrong record. The following rules are important to insure that the correct driver record is retrieved:

a. Use Full Name -- The DLN is computed from the full last name, full first name or initial and the middle initial, if any. It is important to note that LEADS and NCIC Hot Files search on the last name and first initial only. But, this is not adequate to find a driver's record at SOS. The correct sequence is always last name, comma, first name, space, middle name; i.e., JONES,JOHN PAUL.

b. Omit Titles -- Titles such as MD, PhD, DR, JR, SR, II, etc. are not used in computing the DLN and should be omitted from all inquiries.

c. Double First Names -- A double first name such as BOBBY JO, BETTY SUE, BILLY JO, etc. must be keyed without a space as if it were all one name; i.e., BOBBYJO, BETTYSUE, and BILLYJO. The license itself will show one space in the double name making it difficult to determine if the second 'half' is part of the first name or a middle name.

If you run NAM/JONES,BRENDASUE and get a no-record response, try inquiring on NAM/JONES,BRENDA SUE. This dual-inquiry procedure may also be useful in reverse (run NAM/JONES,BRENDASUE when NAM/JONES, BRENDA SUE produces no record).

4. 10-27 Inquiries Table -- A concise analysis of the 10-27 message key/identifier combinations and the files searched is provided by the table on the following page.

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TABLE OF 10-27 INQUIRIES

A. LINE NO.	B. MESSAGE KEY		C. IDENTIFIERS	D. SAMPLE FREE-FORM INQUIRY	E. FILES SEARCHED
	FORMAT	FREE-FORM			
1	Z2	LZW2	Illinois DLN	LZW2.DLN/W24316541027.	SOS Driver's File
2	Z2	LZW2	NAM, SEX, DOB	LZW2.NAM/WILSON, DEAN E. SEX/M.DOB/O12741.	LEADS Persons File NCIC Persons File SOS Driver's File
3	Z2	LZW2	NAM, SEX, DOB, DLN	LZW2.NAM/WILSON, DEAN E. SEX/M.DOB/O12741.DLN/W24316541027.	LEADS Persons File NCIC Persons File SOS Driver's File*
4	Z2	LZW2	NAM, SEX, DOB, DLS (DLS not IL)	LZW2.NAM/JONES, JOHN PAUL. SEX/M.DOB/O70416.DLS/IA.	LEADS Persons File NCIC Persons File SOS Driver's File Driver's File in DLS
5	Z5	LZW5	Illinois DLN	LZW5.DLN/W24316541027.	SOS Driver's File And, if SOS record found, LEADS Persons File NCIC Persons File

*The SOS Driver's File may be searched twice; once by computed DLN and again by the DLN given in the inquiry if the two are not the same. See paragraph II.C.2.c. on the preceding page.

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II. ILLINOIS 10-27 (Continued)

D. SAMPLE FREE-FORM ILLINOIS 10-27 INQUIRIES

1. LZW2 MKE with DLN

(a) (b)
LZW2.DLN/S62035545023.

- (a) Free-form '2' suffix message key.
- (b) Driver's license number inquired upon.

This inquiry will cause a search of the Illinois SOS Driver's File only.

2. LZW5 MKE with DLN

(a) (b)
LZW5.DLN/S62035545023.

- (a) Free-form '5' suffix message key. (May be used only with an Illinois DLN as the identifier.)
- (b) Driver's license number inquired upon.

This inquiry will cause the Illinois SOS Driver's File to be searched. If a record is found, the LEADS computer will automatically take the name, sex, and DOB from the 10-27 response and run inquiries against the LEADS and NCIC Wanted/Missing Persons Hot Files.

3. LZW2 MKE with NAM, SEX, and DOB

(a) (b) (c) (d)
LZW2.NAM/SCHWARZ, HAROLD P. SEX/M. DOB/012345.

- (a) Free-form '2' suffix message key.
- (b) Name of person inquired upon.
- (c) Sex of person inquired upon.
- (d) Date of birth of person inquired upon.

The LEADS and NCIC Hot Files and the Illinois SOS Driver's File will be searched. Note the proper sequence of identifiers.

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II.D. SAMPLE FREE-FORM ILLINOIS 10-27 INQUIRIES (Continued)

4. LZW2 MKE with Combined Identifiers

(a) (b) (c) (d) (e)
LZW2.NAM/SCHWARZ,HAROLD P.SEX/M.DOB/012345.DLN/S62035545023.

- (a) Free-form '2' suffix message key.
- (b) Name of person inquired upon.
- (c) Sex of person inquired upon.
- (d) Date of birth of person inquired upon.
- (e) Driver's license number inquired upon.

The LEADS and NCIC Hot Files and the Illinois SOS Driver's File will be searched by this inquiry. The SOS Driver's File will be searched twice if the computed DLN and given DLN are not the same. Note the proper sequence of identifiers.

E. RESPONSE INTERPRETATION -- The following examples depict various messages generated by the Secretary of State's computer in response to an Illinois 10-27 inquiry.

1. Normal SOS Response

Line 1 SOS 042280 1527

Line 2 STA/VALID

Line 3 SCHWARZ HAROLD P
Line 4 238 MAPLE PEORIA 62604
Line 5 SEX/M DOB/012345 HGT/6'02 WGT/180 HAI/SDY EYE/BRO
Line 6 OLN/S62035545023 OLC/A* OLT/ORIG EXP/012382 ISS/012379
Line 7 RES/CORRECTIVE EYE LENSES
Line 8 NO STOPS IN EFFECT
Line 9 NO CONV LAST 12 MO
Line 10 END

Explanation

- Line 1 contains the Secretary of State's date and time stamp signifying when the Driver's File was searched.
- Line 2 shows the current status of the driver's license you inquired upon. The 10 possible statuses are listed in the table on page 1027-18.

NOTE: The last lines of the response will detail any actions resulting in or affecting the current status. Refer to the Action Line List (pages 1027-20 thru 21) for an explanation of those lines.

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II.E. RESPONSE INTERPRETATION (Continued)

- Line 3 names the driver issued the driver's license inquired upon; last name, first name and middle initial (or name).
- Line 4 gives the driver's address.
- Line 5 describes the driver by sex (SEX), date of birth (DOB), height (HGT), weight (WGT), and hair (HAI) and eye (EYE) color. For a translation of the color codes, see Chapter 9.
- Line 6 contains driver's license information, including operator's license number (OLN, same as DLN), operator's license class (OLC) and type (OLT), and dates of expiration (EXP) and issue (ISS). For a complete list of class codes, meanings and valid combinations, see the Table of Operator License Class Codes on page 1027-18. Also, on page 1027-19, you will find the Table of Operator License Types, which lists the types (abbreviated as they appear in a response) and their translations.
- Line 7 lists restrictions (RES), if any. If there are no restrictions, the word 'NONE' appears. Possible restrictions that may appear singly, or in combinations of 2 or 3, are shown on page 1027-19.
- Line 8 shows the number of stops, if any, currently in effect. Each stop is spelled out in detail in an 'action' line following Line 9. If there are none, as in this example, the word 'NO' appears. For a definition of 'stop' and examples, see Section II.E.2. on page 1027-10 and the Action Line List on page 1027-20.
- Line 9 indicates the number of offenses the driver has been convicted of in the last 12 months. A corresponding number of 'action' lines describing each conviction will follow (see Section II.E.2. on page 1027-10 and the Action Line List on page 1027-20).
- Between Lines 9 and 10, one 'action' line will appear for each stop and conviction counted in Lines 8 and 9. See the example on the next page.
- Line 10 concludes the response.

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II.E. RESPONSE INTERPRETATION (Continued)

2. SOS Responses Detailing Stops and Convictions -- A 'stop' is the result of the suspension, revocation, or cancellation of a driver's license (see the Authority Code - Description Table beginning on page 1027-22).

A 'conviction' is a court judgment that the driver is guilty of an offense coded and defined in the Authority Code - Description Table (pages 1027-22 and following).

An SOS response detailing stops and/or convictions is formatted like a 'normal' response for the first nine lines (see page 1027-8 for example of 'normal' response). The number of stops and convictions is summarized in Lines 8 and 9. Then following Line 9, a separate line is returned for each action. Up to 16 of these action lines may appear in a single response. They are listed in reverse chronological order; the most recent action first and the oldest action last. Below is an example of the last lines of a response detailing two convictions and a stop.

Example	Line 8	1 STOPS IN EFFECT
	Line 9	2 CONV LAST 12 MO
	Line 9a	CANC 071980 I 6-201A3 DL
	Line 9b	CONV 012380 M 11-601 PEOR
	Line 9c	CONV 112979 I 11-601 PEOR
	Line 10	END

These lines indicate that the owner's driver's license has been cancelled, and that several months prior to the cancellation, the driver had incurred two convictions. For translations of lines 9a, 9b and 9c, see the Action Line List (page 1027-20) and the Authority Code - Description Table (pages 1027-22 and following).

NOTE: Up to 16 total stops and convictions may be returned in a single response. If there are more than 16 in a driver's record, the last line of the response will read:

END -- SEE SOS99 APPX B LEADS MANUAL

SOS99 in Appendix B of the LEADS Manual says to send a directed message to terminal NDL requesting an abstract if you wish to see the driver's complete record.

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II.E. RESPONSE INTERPRETATION (Continued)

3. Special Responses -- For various reasons, you may receive a special response from the Illinois Secretary of State's computer instead of the 'normal' message yielding driver's license information. A special response consists of an SOS coded message number followed by a brief statement explaining why the message was generated. These 'coded' messages are listed and fully explained in Chapter 14. Below are some examples of special SOS responses to an Illinois 10-27 inquiry.

Example a. SOS 082481 1517

SOS22 COMPUTED & GIVEN DLN NOT EQUAL

This message will accompany the results of two separate searches of the SOS Driver's File. You will receive this message in response to an inquiry by NAM, SEX, DOB and DLN if the given driver's license number does not match the number automatically computed from the other identifiers included in the inquiry (see page 1027-3 for computation of DLN).

Example b. SOS 080681 1324

SOS23 NO RECORD ON FILE-SEARCH KEY L00076506027
NAM/LEE,ROBERT E.SEX/M.DOB/012706.RAC/W.

Example c. SOS 082881 1330

SOS24 INSUFFICIENT/INVALID INFO--CHECK INPUT
DLN/24316541027.

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II.E. RESPONSE INTERPRETATION (Continued)

4. Driver Control Response -- Within the Driver's File, the Illinois Secretary of State maintains a number of 'Driver Control' records. These records contain partial driver's license information on Illinois residents with no valid Illinois license, non-residents who have been convicted in Illinois of an offense warranting revocation of their driver's license, and non-residents living within 50 miles of Illinois boundaries who have been convicted in Illinois of any offense listed in the Authority Code - Description Table (pages 1027-22 and following). The purpose of Driver Control records is to provide the Secretary of State with a means to regulate drivers who have no Illinois driver's license but violate Illinois law.

A Driver Control response differs slightly from the 'normal' SOS Driver's File response. Here is an example:

Driver Control Response Example

```
Line 1  SOS 081181 0936
Line 2  SOS20 NO VALID IL LIC
        STA/NO VALID IL LIC
Line 3  MARVIN ROXANNE
Line 4  602 RIVER ROAD HANNIBAL MO 63401
Line 5  SEX/F DOB/101548
Line 6  OLN/M61572048894
Line 7  RES/NONE
Line 8  NO STOPS IN EFFECT
Line 9  1 CONV LAST 12 MO
Line 9a CONV 032881 I 11-802 ADAM
Line 10 END
```

Explanation

Line 1 gives the SOS date and time stamp indicating when the message was generated.

Between Lines 1 and 2, the SOS coded message number (SOS20) and short description are printed, signifying that this is a Driver Control response.

Line 2 indicates current driver's license status. The subject of this response owns no valid Illinois driver's license.

Line 3 gives the subject's name (last name, first name, middle initial).

Line 4 lists the subject's address.

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II.E. RESPONSE INTERPRETATION (Continued)

Line 5 describes the subject by sex and date of birth. Note that no further physical description is given.

Line 6 shows the Illinois operator's license number (same as DLN) which is automatically computed from the subject's name, sex and date of birth, and which serves as the index to this record. This is not the number of a valid Illinois driver's license. Note that no license class or type and no dates of issue or expiration are indicated in this line.

Line 7 indicates restrictions, if any (see page 1027-19 for a list of restrictions that may appear).

Line 8 shows the number of stops, if any, currently in effect. For a definition and examples of a 'stop', see Section II.E.2. and the Action Line List, page 1027-20.

Line 9 gives the number of Illinois convictions the subject has incurred within the last 12 months (one in this case).

Line 9a describes the conviction. Listed are the date of court conviction, the source of authority (see page 1027-22), the Authority Code which identifies the offense (see the Authority Code - Description Table, pages 1027-22 and following) and the county code naming the Illinois county where the conviction was made (for translation of the county code, refer to the table on page 1027-41).

NOTE: Although the conviction described here does not warrant the revocation of the offender's driver's license, a Driver Control record has been filed because the offender lives within a 50-mile radius of the Illinois border. If the offender's address were Kansas City, this record would not be in the Driver's File unless the offense was grounds for revocation.

Line 10 concludes the response.

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III. SOS DRIVER'S FILE DATA AND CODES

This Section is designed to be a quick reference to the Driver's File data and codes contained in an SOS 10-27 response. The keys to this Section are the Skeleton SOS 10-27 Response and Index To Tables and Codes.

- A. HOW TO USE THE SKELETON SOS 10-27 RESPONSE -- The Skeleton Response is formatted in similar fashion to a record from the Illinois SOS Driver's File. Instead of containing data from an actual driver's record, the underlined fields of the Skeleton Response refer to the pages in this Manual where specific details and translations can be found. Information that is considered to be self-explanatory (such as the date and time) or unique to the individual inquired upon (such as name, address, sex, and birth-date) is not referenced.

SKELETON SOS 10-27 RESPONSE

Line 1 SOS Date Time

(SOS## Brief Statement) 1027-11, paragraph 11.E.3.

Line 2 STA/1027-18

Line 3 Name

Line 4 Address

Line 5 SEX/ DOB/ HGT/PERS-120 WGT/PERS-120 HAI/PERS-120 EYE/PERS-120

Line 6 OLN/1027-3 OLC/1027-18 OLT/1027-19 EXP/1027-9 ISS/1027-9

Line 7 RES/1027-19

Line 8 # Stops 1027-10

Line 9 # Convictions 1027-10

Lines 9a-p Action Lines: Action Line List 1027-20

Authority Source Code 1027-22

Authority Code - Description 1027-22

Cancelled License Table 1027-40

County Code Table 1027-41

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III.B. DATA AND CODES (Continued)

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III.B. DATA LISTS AND CODE TRANSLATIONS

STATUS TABLE

STA/

CANCELLED

EXPIRED

INVALID/ILL LIC SURR TO FOREIGN STATE

NO VALID IL LIC (No Valid Illinois License)

REPORTED DECEASED

REVOKED

REVOKED/RDP ISSUED (RDP = Restricted Driving Permit)

SUSPENDED

SUSPENDED/PROB OR RDP ISSUED (Probationary License or Restricted Driving Permit)

VALID

Consult the Illinois Vehicle Code, Chapter 6, Articles I thru III for details of circumstances determining the status of drivers' licenses.

OPERATOR LICENSE CLASS CODES TABLE

OLC/ LICENSED TO OPERATE...

A* any motor vehicle through 8000 lbs. gross weight except Class L or M.

B* any motor vehicle through 16,000 lbs. gross weight except Class L or M.

C* any motor vehicle except truck tractor, semitrailer combinations, stinger-steered semitrailers, and Class L or M.

D* any motor vehicle except Class L or M.

*L only motor driven cycles (less than 150 cc).

*M only motorcycles and motor driven cycles.

NOTE: L or M will replace the * if a driver has a Class A,B,C or D license and is also qualified to operate motorcycles or motor driven cycles.

EXAMPLE: OLC/BM indicates that the driver is qualified to operate any motor vehicle through 16,000 lbs. gross weight plus motorcycles and motor driven cycles.

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III.B. DATA LISTS AND CODE TRANSLATIONS (Continued)

OPERATOR LICENSE TYPE CODES TABLE

<u>OLT/</u>	<u>MEANING</u>
CORR	Corrected License
CORR IP	Corrected Instruction Permit
DUP	Duplicate License
DUP IP	Duplicate Instruction Permit
IP	Instruction Permit
ORIG	Original License
RES LOC	Restricted Local License

RESTRICTIONS TABLE

<u>RES/</u>
AUTOMATIC TRANSMISSION
BUILT UP SEAT CUSHION OR POWER SEAT
CORRECTIVE EYE LENSES
DAYLIGHT DRIVING ONLY
NONE
OUTSIDE REAR VIEW MIRROR
RESTRICTIONS ON BACK OF LIC.

NOTE: The restrictions shown above may appear singly or in combinations of two or three. If there are no restrictions, the word 'NONE' appears.

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ACTION LINE LIST

'Action' lines specify certain actions that may affect the status of a driver's license. A single response from the SOS Driver's File may contain as many as 16 of these lines. There are eight specific types of action line that you could receive in a 10-27 response. They are easily identified by the first three or four characters in the line. Listed below are the eight types and data relative to each type.

(a) (b) (c) (d) (e)
CANC 090380 I 6-108-3 DL (Counts as a STOP)

CANCELLED license (a). The START date (b) indicates when the license was cancelled. A cancellation is effective at 0000 hours on the START date. The next character (c) specifies the source of authority (see the Authority Source Code List on page 1027-22). This is followed by (d) the Authority Code. For a translation of this code, see the Authority Code - Description Table, page 1027-23. The final position (e) holds a code describing the kind of license that is being cancelled. Possible codes and their translations may be found in the Cancelled License Table, page 1027-40.

(a) (b) (c) (d) (e)
CONV 030880 M 11-601 SANG

CONVICTION (a). The date that is given (b) is the date of the Court Conviction, not the date the offense was committed. After the date is a single character (c) which indicates the source of authority (for a translation see the Authority Source List, page 1027-22). The next item (d) is the Authority Code. Refer to the Authority Code - Description Table (pages 1027-22 and following). Following the Authority Code is (e) the four-character code of the Illinois county where the conviction was made, or if it was an out-of-state conviction, the two-character state code. To translate the county codes, refer to the table on page 1027-41. To translate the state codes, refer to the table on page VEH-137.

(a) (b)
DEAD 112379 Reported DECEASED (a). The driver to whom the license was issued was reported deceased to the Secretary of State on the date indicated (b).

(a) (b) (c) (d)
PROB 081480 091480 PENDING

PROBATIONARY license (a). The first, or START, date (b) is the date it goes into effect at 0000 hours. The second, or STOP, date (c) is the date it expires at 2400 hours. The word 'PENDING' (d) will not appear if the probationary license is or has been in effect on the date that the file is searched.

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ACTION LINE LIST (Continued)

(a) (b) (c) (d)
RDP 100180 110180 PENDING

RESTRICTED DRIVING PERMIT (a). The first date given (b) is the beginning or START date. An RDP becomes effective at 0000 hours on the START date. The second date (c) is the ending or STOP date on which the RDP expires at 2400 hours. The word 'PENDING' (d) is added if the beginning date is later than the date the file is searched, to indicate that the restricted driving permit is not yet in effect.

(a) (b) (c) (d)
REVO 100180 I 6-205-A2 (Counts as a STOP)

REVOCATION is currently in effect (a). The START date (b) tells when the revocation becomes effective. This line also contains (c) the source of authority and (d) Authority Code by which the revocation is justified. Refer to the Authority Source List and the Authority Code - Description Table on page 1027-22. The word 'PENDING' may appear in this line to indicate that the revocation is not yet in effect. Revocations begin at 0000 hours on the START date. They have no STOP date; the license remains revoked until the revocation is cleared.

(a) (b) (c)
SURR 071680 MO

SURRENDERED license (a). This signifies that the license inquired upon was surrendered on the date indicated (b) to the state whose code appears in position (c). (Note that the state code may not appear in all messages.) The indicated state returned the driver's license to the Illinois Secretary of State. The driver is no longer an Illinois resident, has surrendered his/her driver's license to a foreign state, and may have received a license from that state. It should be noted that the driver may also have changed residences one or more times since S.O.S. received notice. Therefore, the driver may be driving on a license from a state other than the one to which the Illinois license was surrendered.

(a) (b) (c) (d) (e)
SUSP 061980 I 6-206-A2 071980 (Counts as a STOP)

SUSPENDED license (a). line. Field (b) is the START date, (c) the authority source and (d) the Authority Code. Refer to the Authority Source List (page 1027-22) and the Authority Code - Description Table on page 1027-23. The STOP date (e) is the date the suspension is no longer effective. When the word 'PENDING' follows the STOP date, it signifies that the suspension is not yet in effect. It does not appear if the suspension is effective on the date that the file is searched or if the suspension has ended. Suspensions begin at 0000 hours on the START date, and end at 0001 hours on the STOP date. Some suspensions will have no STOP date. These are generally lieu of bail, safety responsibility, financial responsibility, and judgment suspensions. The suspensions with no STOP date remain in effect indefinitely until the driver satisfies his bail or responsibility requirements.

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III.B. DATA AND CODES (Continued)

AUTHORITY SOURCE LIST

The source of authority for action taken is indicated by a single alphabetic character in the middle of the 'action' lines which describe a conviction, or the cancellation, suspension or revocation of a driver's license. The authority source refers to the sphere of jurisdiction within which the specified action was taken. The five authorities which may be cited in an action line are listed below:

<u>AUTHORITY SOURCE CODE</u>	<u>MEANING</u>
I	Illinois Vehicle Code
C	City of Chicago
M	Municipal
T	Tollway
O	Out-of-State

AUTHORITY CODE - DESCRIPTION TABLE

This table lists all of the offenses that can appear in the 'action' lines which describe a conviction, or the cancellation, revocation or suspension of a driver's license. The offenses are listed sequentially by Authority Code number. Hyphens (-) and periods (.) within a code number are treated like a decimal point for the purpose of sequencing the codes in ascending numerical order. (Some codes are listed more than once where it was felt that a code's value might be interpreted different ways.) Note that explanations of financial, judgment and safety suspensions appear on page 1027-31 following the numerical list.

The table also includes a 2-letter reference code for each Authority Code which designates the type of action (conviction, suspension, cancellation or revocation) associated with that authority. The reference codes are listed below.

<u>REFERENCE CODE</u>	<u>TYPE OF ACTION</u>
	CONVICTION
CC	City of Chicago
CT	Tollway
CI	IVC (prefix)
C-	Other
RS	REVOCATION OR SUSPENSION
XL	CANCELLATION

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AUTHORITY CODE - DESCRIPTION TABLE

AUTHORITY CODE	* DESCRIPTION
0009-03	C- Manslaughter or reckless homicide resulting from the operation of a motor vehicle.
0012-05	C- Conviction of reckless conduct, Section 12.5 of Chapter 38, Criminal Code.
0021-02	C- Conviction of Criminal trespass to vehicle, Section 21.2, Chapter 38, Criminal Code.
2.1B	CT Operation of motor scooter with less than five (5) horsepower.
2.1E	CT Driving vehicle transporting animals not properly confined.
2.1G	CT Driving vehicle with load improperly secured.
2.1H	CT Driving farm implement or machinery on tollway.
2.1I	CT Driving vehicle with load extending more than four (4) feet to the rear.
2.1J	CT Driving a motor vehicle below the tollway minimum speed limit.
2.1K	CT Driving vehicle pulling house trailer during adverse weather or traffic conditions.
2.2B	CT Driving construction equipment on tollway.
2.4	CT Operation of vehicle exceeding permissible tollway limitations on weight, length or height.
2.6	CT Entering or leaving tollway except through regular toll booth lanes.
2.7	CT Failure to stop at toll booth when entering or leaving tollway.
2.8	CT Entering or leaving tollway other than by regular entrance and exit lanes.
2.9	CT Failure to stop at toll barriers.
2.10	CT Making U-turn, driving around toll barriers or driving through maintenance area.
2.11	CT Driving vehicle backwards on tollway.
2.12	CT Parking or stopping on tollway except in parking areas.
2.20	CT Driving across approach lanes to enter toll booth lane.
2.22	CT Failure to obey lawful order of authorized tollway personnel or police officers.
2.23	CT Failure to obey tollway traffic control device.
4-102	CI Motor vehicle Anti-Theft Law.
6-101	CI Operating a motor vehicle without a valid license or permit.
6-104A	CI Violation of license classification for first and second division vehicles.
6-104B	CI Violation of classification for transporting persons for hire.
6-104C	CI Violation of classification for transporting property for hire.
6-104D	CI Violation of school bus driver permit.
6-104E	CI Violation of religious bus driver endorsement.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE

AUTHORITY CODE	*	DESCRIPTION
6-104F	CI	Violation of classification for transportation of the elderly.
6-105	CI	Violation of instruction permit.
6-105B	XL	No longer enrolled in credited driver education course.
6-108-1	XL	Request for withdrawal of consent.
6-108-2	XL	Death of person giving consent.
6-108-3	XL	Person giving consent no longer has legal custody.
6-110A	CI	Violation of curfew law--under the age of 18 years.
6-113C	RS	Violation of a restriction on a license or permit.
6-113D	CI	Violation of restriction on special restricted license.
6-201A1	XL	Not entitled to the issuance thereof hereunder.
6-201A2	XL	Failed to give the required or correct information.
6-201A3	XL	Failed to pay fees or taxes due.
6-201A4	XL	Committed any fraud in the making of such application.
6-201A5	XL	Ineligible therefore under the provisions of Section 6-103. See Illinois Vehicle Code.
6-201A6	XL	Has refused or neglected to submit to examination or re-examination as required under this act.
6-205A	RS	Revocation of a restricted driving permit.
6-205A1	RS	Manslaughter or reckless homicide.
6-205A2	RS	Driving while intoxicated.
6-205A3	RS	Felony involving the use of a motor vehicle.
6-205A4	RS	Leaving the scene of a traffic accident involving death or personal injury--violation of Section 11-401 of the Illinois Vehicle Code.
6-205A5	RS	Perjury under oath relating to ownership or operation of a motor vehicle.
6-205A6	RS	Three convictions of reckless driving within a 12-month period.
6-205A7	RS	Conviction of motor vehicle theft as defined in Section 4-102.
6-205A8	RS	Conviction of drag racing under Section 11-504 of the Illinois Vehicle Code.
6-205A9	RS	Violation of financial responsibility in operation of motor vehicle for the purpose of hire, Chapter 8; or for rent, Chapter 9.
6-205A10	RS	Reckless conduct, Section 12-5 Criminal Code.
6-205B	CI	Conviction of a crime of the manufacture, sale or delivery of a controlled substance or instruments used for illegal use or abuse.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

<u>AUTHORITY CODE</u>	<u>* DESCRIPTION</u>
6-205B1 RS	Adjudicated by the Juvenile Court, offenses defined as A, B, C, D under Section 4-102.
6-205B2 RS	At completion of sentence for a conviction in the manufacture, sale or delivery of controlled substances or instruments used for illegal use or abuse.
6-205B3 RS	Conviction of a subsequent sex offense.
6-205B4 RS	Action for any law requiring the revocation or suspension of a license or permit.
6-205C XL	Cancellation of a permit issued subsequent to a mandatory revocation pursuant to Section 6-205.
6-205-3 CI	Any felony under the laws of any state or federal government in the commission of which a vehicle was used.
6-205-5 CI	Conviction of perjury or the making of false affidavit or statement under oath to the Secretary of State under the driver's license act or any other law relating to the ownership or the operation of a motor vehicle.
6-206A1 RS	Conviction of an offense requiring revocation.
6-206A2 RS	Three or more convictions of moving traffic violations within a 12-month period.
6-206A3 RS	Habitually been in violation of vehicle laws.
6-206A4 RS	Accident resulting in death or injury.
6-206A5 RS	Permitted fraudulent use of license.
6-206A6 RS	Foreign state conviction of an offense requiring a suspension or revocation in this state.
6-206A7 RS	Refused or failed to submit to an examination.
6-206A8 RS	Ineligible for license or permit under Section 6-103.
6-206A9 RS	False statement or knowingly concealed a material fact in application for license or permit.
6-206A10 RS	Has displayed or represented as his own a license or permit not issued to him.
6-206A11 RS	Driving while license or permit has been revoked or suspended.
6-206A12 RS	Obtained the services of another person to take an examination for the purpose of obtaining a license or permit for some other person.
6-206A13 RS	Violation of curfew act.
6-206A14 RS	Unlawful use of license or permit under Section 6-301.
6-206A15 RS	Conviction of criminal trespass to vehicles as defined in Section 21-2 of the Criminal Code, Chapter 38.
6-206A16 RS	Violation of Section 11-204, fleeing from a police officer.
6-206A17 RS	Has refused to submit to a test as required under Section 11-501.1, and such person has not sought a hearing as provided for in Section 11-501.1.

*Type of action involved. See page 1027-22 for code translation.

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AUTHORITY CODE - DESCRIPTION TABLE (Continued)

AUTHORITY CODE	*	DESCRIPTION
6-206A18	RS	Has been adjudged to be afflicted with or suffering from any mental disability or disease.
6-206A19	RS	Has violated Section 6-101, driving without a valid license.
6-206A20	RS	Has violated Section 6-104, driving without a proper classification on a driver's license.
6-206A21	CI	Has been convicted of a violation Section 11-402 relating to leaving the scene of an accident resulting in damage to a vehicle in excess of \$1000.
6-206C	RS	Violation of a restricted driving permit.
6-206C2	RS	Suspended where 2 of the 5 convictions occurred while operating a commercial vehicle. (Previously convicted of offense while holding a R.D.P. prior to 1-01-74.)
6-206C3	XL	Cancellation of a permit subsequent to a discretionary revocation or suspension pursuant to Section 6-206.
6-210-1	CI	Driving during period of suspension.
6-210-2	CI	Driving during period of revocation.
6-301.1	CI	To manufacture, duplicate or sell any document which purports to be an official Drivers License or Permit when such document is not an official Drivers License or Permit issued by this state or any other licensing jurisdiction.
6-301-1	CI	To display or cause or permit to be displayed or have in his possession any cancelled, revoked, suspended, fictitious, or fraudulently altered license or permit.
6-301-2	CI	To lend his license or permit to any other person or knowingly allow the use thereof by another.
6-301-3	CI	To display or represent as his own any license or permit not issued to him.
6-301-4	CI	To fail or refuse to surrender to the Secretary of State, upon its lawful demand, any license or permit which has been suspended, revoked or cancelled.
6-301-5	CI	To permit any unlawful use of a license or permit issued to him.
6-301-6	CI	To submit to an examination or to obtain the services of another person to submit to an examination for the purpose of obtaining an operator's or chauffeur's license or permit for some other person.
6-301-7	CI	To do any act forbidden or fail to perform any act required under this Act unless such violation is declared to be a felony by this Act or any other law of this state.
6-301-8	CI	Possession or sale of any blank license or permit.
6-301-9	CI	To display or represent any document which purports to be an official Drivers License or Permit when such document is not an official Drivers License or Permit issued by this state or any other licensing jurisdiction.
6-302	CI	Making false affidavit -- perjury.
6-303A1	CI	Driving during period of suspension.
6-303A2	CI	Driving during period of revocation.
6-303B	RS	Driving while license or permit has been revoked or suspended.

*Type of action involved. See page 1027-22 for code translation.

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AUTHORITY CODE - DESCRIPTION TABLE (Continued)

<u>AUTHORITY CODE</u>	<u>*</u>	<u>DESCRIPTION</u>
6-306D	RS	Failure to appear in court to answer a traffic violation charge after depositing license in lieu of bail.
7-201	CC	Disregarding official traffic-control device.
7-202	CC	Disregarding traffic-control light.
7-203	CC	Disregarding flashing traffic signal.
7-204	CC	Disregarding lane control light.
7-205	CC	Avoiding official traffic-control device.
7-210	CC	Driving motor-driven cycle on controlled access.
7-211	CC	Improper traffic lane usage.
7-212.00	CC	Speeding.
7-212.01	CC	1 through 10 MPH clear conditions.
7-212.02	CC	1 through 10 MPH adverse conditions.
7-212.03	CC	11 through 15 MPH clear conditions.
7-212.04	CC	11 through 15 MPH adverse conditions.
7-212.05	CC	16 through 25 MPH clear conditions.
7-212.06	CC	16 through 25 MPH adverse conditions.
7-212.07	CC	Over 25 MPH.
7-213	CC	Driving below minimum speed limit.
7-214	CC	Improper turn at intersection.
7-215	CC	Improper -U- turn.
7-216	CC	-U- turn on boulevard.
7-217	CC	Improper -U- turn in loop district.
7-218	CC	Disobeying No-turn sign.
7-219	CC	Driving wrong way on one-way street.
7-220	CC	Driving wrong way on one-way street---restrictive period.
7-221	CC	Disregarding stop sign at intersection.
7-222	CC	Failure to yield right-of-way at stop intersection.
7-223	CC	Failure to yield right-of-way upon emerging from alley or driveway.
7-224	CC	Entering intersection when traffic is obstructed.
7-225	CC	Failure to observe yield right-of-way sign.
7-226	CC	Failure to stop for approaching railroad train or signal.

*Type of action involved. See page 1027-22 for code translation.

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AUTHORITY CODE - DESCRIPTION TABLE (Continued)

<u>AUTHORITY CODE</u>	<u>*</u>	<u>DESCRIPTION</u>
7-227	CC	Failure to observe bridge signal.
7-228	CC	Failure to yield right-of-way to emergency vehicle.
7-229	CC	Failure to yield right-of-way to pedestrian at intersection.
7-230	CC	Failure to yield right-of-way at intersection.
7-231	CC	Failure to yield right-of-way to pedestrian.
7-232	CC	Failure to yield right-of-way to equestrian.
7-233	CC	Failure to yield right-of-way to blind person.
7-235	CC	Driving through or within authorized procession.
7-236A	CC	Improper passing on the left.
7-236B	CC	Failure to yield right-of-way to vehicle passing on the left.
7-237	CC	Improper passing on the right.
7-238	CC	Improper passing on the left.
7-239	CC	Failure to drive on right side of roadway.
7-240	CC	Failure to stop for school bus.
7-241	CC	Passing vehicle stopped for pedestrian.
7-244	CC	Failure to obey lawful order of authorized officer.
7-245	CC	Following fire apparatus.
7-246	CC	Crossing fire hose.
7-247	CC	Driving in area designated as 'play street'.
7-248	CC	Driving on sidewalk or parkway.
7-249	CC	Driving through safety zone.
7-250	CC	Driving in bus lane.
7-251	CC	Driving on left side of roadway where prohibited.
7-252	CC	Improper backing.
7-253	CC	Improper entry or exit from controlled access roadway.
7-254	CC	Obstructing traffic.
7-255	CC	Negligent driving.
7-256	CC	Driving too closely.
7-257	CC	Failure to exercise due care for pedestrian.
7-258	CC	Driving vehicle which is in unsafe condition.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

<u>AUTHORITY CODE</u>	<u>*</u>	<u>DESCRIPTION</u>
7-259	CC	Coasting on downgrade.
7-260	CC	Unsafe movement of vehicle from parked position.
7-261	CC	Failure to give stop or turn signal.
7-262	CC	Improper stop or turn signal.
7-264	CC	Failure to use horn or improper use thereof.
7-265	CC	Driving with view obstructed.
7-266	CC	Improper towing or pushing of vehicle.
7-267	CC	Failure to dim headlights.
7-268	CC	Failure to observe unattended vehicle regulations.
7-270	CC	Failure to drive within bus lane--bus drivers.
7-271	CC	Failure to observe mass transportation vehicle regulations.
7-274	CC	Illegal driving in funeral procession.
7-275	CC	Driving freight-hauling vehicles on boulevard.
7-276	CC	Obstructing traffic--bus and cab drivers.
7-277	CC	Taxi-cab cruising; obstructing traffic.
7-278	CC	Illegal operation of motorcycle or motor driven cycle.
7-342	CC	Defective brakes.
7-343	CC	Driver's view obstructed.
7-344	CC	Defective windshield wipers.
7-346	CC	Head, tail or side light violation.
7-347	CC	Stop light violation.
7-348	CC	Other light violation.
7-349	CC	Front red or flashing light violations.
7-351	CC	No rear view mirror.
7-352	CC	No reflectors on rear of trailer.
7-358	CC	Projecting load on vehicle.
7-359	CC	Towing vehicles without bar or other safety device.
7-369	CC	Failure to notify owner after collision with unattended vehicle.
7-402C	CC	Restricted turn signs--prohibited right or left turn.
0009-03	C-	Manslaughter or reckless homicide resulting from the operation of a motor vehicle.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

AUTHORITY CODE	*	DESCRIPTION
11-203	CI	Failure to obey lawful order of authorized officer.
11-204	CI	Fleeing or eluding a police officer.
11-204B	RS	Eluding or fleeing from a police officer. Replaced by authority 6-206A16 as of 7-01-74.
11-305	CI	Disregarding official traffic-control device.
11-306	CI	Disregarding traffic-control light.
11-308	CI	Disregarding lane-control signal.
11-309	CI	Disregarding flashing traffic signal.
11-401	CI	Collision involving death or personal injury. Failure to stop, exchange information, render aid, and make report.
11-402	CI	Collision involving damage to vehicles only. Failure to stop, exchange information, and make report.
11-402A	CI	Collision involving damage to vehicles only and failure to stop to exchange information and make report.
11-402B	CI	Leaving the scene of an accident involving damage to a vehicle in excess of \$1,000.
11-403	CI	Failure to stop and exchange information or give aid after a motor vehicle collision - property damage only.
11-403A	CI	Failure to stop and exchange information or give aid after motor vehicle collision - personal injury involved.
11-404	CI	Failure to notify owner after collision with unattended vehicle or property.
11-406A	CI	Failure to report motor vehicle collision, involving personal injury or damage in excess of \$250.00 to the Department of Transportation.
11-406B	CI	Failure to file a report by a School Bus Driver when involved in an accident or accident occurs within 50 feet of school bus.
11-406E	RS	Suspended for failure or neglect to make a report of a traffic accident as required by any other law of this state.
11-407	CI	Failure to report a motor vehicle collision involving personal injury or damages in excess of \$250.00 to the nearest police agency.
11-501	CI	Driving a motor vehicle while under the influence of intoxicating liquor or narcotic drugs.
11-501.1	RS	Implied consent suspension.
11-501A1	CI	Driving while blood alcohol level is .01 or more.
11-501A2	CI	Driving while under the influence of alcohol.
11-501A3	CI	Driving while under the influence of other drugs or a combination of drugs and alcohol.
11-501A4	CI	Driving while under the influence of alcohol and another drug or drugs.
11-502	CI	Illegal transportation, possession, or carrying of any alcoholic liquor in or upon or about any motor vehicle.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

AUTHORITY CODE	*	DESCRIPTION
11-503	CI	Reckless Driving.
11-504	CI	Drag Racing.
11-601	CI	Speeding.
11-605	CI	Exceeding the maximum speed limit in a school zone.
11-606	CI	Driving below minimum speed limit.
11-608	CI	Exceeding maximum speed limit on bridge or elevated structure.
11-701	CI	Failure to drive on right side of roadway.
11-702	CI	Improper passing upon meeting an approaching vehicle.
11-703A	CI	Improper passing on left.
11-703B	CI	Failure to yield right-of-way to vehicle passing on the left.
11-703C	CI	Improper passing with a two wheeled vehicle.
11-704	CI	Improper passing on the right.
11-705	CI	Improper passing on the left.
11-706	CI	Improper passing on the left.
11-707	CI	Disobeyed no passing zone.
11-707(D)	CI	Passing in unincorporated areas where there exists a school speed zone as defined in Section 11-605.
11-708	CI	Driving wrong way on one-way street.
11-709A	CI	Improper traffic lane usage.
11-709B	CI	Improper center lane usage.
11-709C	CI	Improper traffic lane usage.
11-709D	CI	Improper traffic lane usage.
11-710	CI	Following too closely.
11-711A	CI	Improper entry to exit from controlled access roadway.
11-711B	CI	Operating an improper vehicle on a controlled access roadway.
11-801	CI	Improper turn at intersection.
11-802	CI	Making -U- turn on curve or hill when visibility is less than 500 feet in either direction.
11-803	CI	Unsafe movement of vehicle from parked position.
11-804	CI	Failure to give stop or turn signal.
11-805	CI	Improper stop or turn signal.
11-806	CI	Improper arm signal.
11-901	CI	Failure to yield right-of-way at intersection.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

AUTHORITY CODE	*	DESCRIPTION
11-902	CI	Improper left turn with on-coming traffic.
11-903	CI	Failure to stop or yield the right-of-way.
11-904	CI	Failure to observe yield right-of-way sign.
11-905	CI	Improper merging into traffic.
11-906	CI	Failure to yield right-of-way upon emerging from private road or driveway.
11-907	CI	Failure to yield right-of-way to emergency vehicle.
11-908A	CI	Failure to yield right-of-way to authorized vehicle or pedestrian engaged in work within any highway construction or maintenance area.
11-908B	CI	Failure to yield right-of-way to authorized vehicle displaying flashing lights engaged in work upon a highway.
11-1002A	CI	Failure to yield right-of-way to pedestrian.
11-1002D	CI	Passing vehicle stopped for pedestrian.
11-1002(E)	CI	Failure to yield right-of-way to pedestrians at an intersection as set forth in Section 11-904.
11-1003.1	CI	Failure to exercise due care for pedestrian or bicyclist.
11-1004	CI	Failure to yield right-of-way to a blind person.
11-1008	CI	Failure to yield right-of-way to pedestrian on a sidewalk.
11-1101	CI	Improper passing of street car.
11-1102	CI	Improper passing on the right or failure to stop for a street car.
11-1103	CI	Obstructing street car traffic.
11-1104	CI	Driving through safety zone.
11-1201	CI	Failure to stop for approaching railroad train.
11-1202	CI	Failure to stop at railroad grade crossing.
11-1203	CI	Improper movement of heavy equipment across railroad grade crossing.
11-1204	CI	Disregarding stop or yield sign at an intersection.
11-1205	CI	Failure to yield right-of-way upon emerging from alley or driveway.
11-1401	CI	Failure to observe unattended vehicle regulations.
11-1402	CI	Limitations on backing.
11-1403	CI	Motorcycle operating violation or passenger equipment.
11-1404	CI	Motorcycle glasses, goggles or shield violation.
11-1405	CI	Motorcycle handlebar height violation.
11-1406	CI	Obstruction to driver's view or control.
11-1407	CI	Improper opening of door into traffic.
11-1410	CI	Coasting on downgrade.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

<u>AUTHORITY CODE</u>	<u>*</u>	<u>DESCRIPTION</u>
11-1411	CI	Following fire apparatus.
11-1412	CI	Crossing fire hose.
11-1412.1	CI	Driving upon a sidewalk.
11-1414	CI	Failure to stop for school bus.
11-1416	CI	Obstructing traffic.
11-1418	CI	Illegal operation of farm tractor upon highway.
11-1420	CI	Funeral procession violation.
0012-05	C-	Conviction of reckless conduct, Section 12.5 of Chapter 38, Criminal Code.
12-101	CI	Driving vehicle which is in unsafe condition or improperly equipped.
12-201	CI	Head, tail, or side light violation.
12-202A	CI	Clearance, identification or side marker light violations -- vehicle of the second division.
12-202B	CI	No reflectors on rear of trailer.
12-203	CI	Front or rear light violation on parked vehicle.
12-204	CI	Projecting load on vehicle.
12-205	CI	Failure to display the safety lights required.
12-207	CI	Spot light violation.
12-208	CI	No stop or turn signal lights.
12-209	CI	Other light violations.
12-210	CI	Failure to dim headlights.
12-211A	CI	Headlight violation.
12-211B	CI	Front light violation.
12-212	CI	Front red, flashing light violation.
12-214	CI	Rural mail delivery vehicle warning light violation.
12-301	CI	Defective brakes.
12-502	CI	No rear view mirror.
12-503A	CI	Driver's view obstructed.
12-503B	CI	Driver's view obstructed.
12-503C	CI	No windshield wipers.
12-503D	CI	Driver's view obstructed.
12-601	CI	Failure to use horn or improper use thereof.

*Type of action involved. See page 1027-22 for code translation.

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DRIVER RECORDS/PHOTO ID (8)

AUTHORITY CODE - DESCRIPTION TABLE (Continued)

AUTHORITY CODE	* DESCRIPTION
12-602	CI Muffler violation.
12-702B	CI Failure to display flares, warning flags, or reflectors when motor vehicles, including those carrying explosives or flammable liquids, are parked or disabled on the highway.
12-704	CI Improperly marked vehicles carrying explosives or flammable liquids.
12-710	CI Operation of second division vehicles without splashguards.
12-804	CI School bus warning light violation.
150	C- Negligent driving.
15-101	CI Illegal size, weight or load.
15-102	CI Illegal width or height.
15-105	CI Illegal projecting load on passenger vehicle.
15-106	CI Failure to fasten or secure any protruding component of a vehicle.
15-107	CI Illegal length.
15-109	CI Illegal spilling of load on highway.
15-110	CI Improper towing of a vehicle.
15-114	CI Improper pushing of second vehicle.
0021-02	C- Conviction of Criminal trespass to vehicle, Section 21.2, Chapter 38, Criminal Code.
150	C- Negligent driving.
FINANCIAL RS	<u>Financial Responsibility (FR) Suspension.</u> This is entered when an individual's filing of proof of financial responsibility for the future expires and is not renewed, or when it has been cancelled and has not been reinstated. (Additional Comments) An FR suspension usually occurs following a revocation. When a driver wants her/his license back after being revoked, she/he must show proof of insurance for 3 years. If this is done, a license may be issued. But, the new license may be suspended for Financial Responsibility if insurance payments are not made or if the insurance is cancelled for some reason.
JUDGMENT RS	<u>Judgment Suspension.</u> This is entered when SOS receives notification from a Court indicating a judgment has been rendered against an individual as a result of a motor vehicle accident, and the judgment has remained unsatisfied for a period of thirty days.
SAFETY RS	<u>Safety Responsibility (SR) Suspension.</u> This is entered if an individual is involved in a motor vehicle accident where there is property damage suffered in the amount of \$250.00 or more, or there is personal injury, and the individual is uninsured. The suspension is entered after a hearing is held and a determination is made that there is a reasonable possibility of a money judgment being rendered against the uninsured motorist in excess of \$250.00. (Additional Comments) Generally, the conditions leading up to an SR Suspension are: (a) the driver is found to be at fault for an accident causing damage in excess of \$250, (b) the driver has no insurance, and (c) the driver does not pay off or make any settlement arrangements.

*Type of action involved. See page 1027-22 for code translation.

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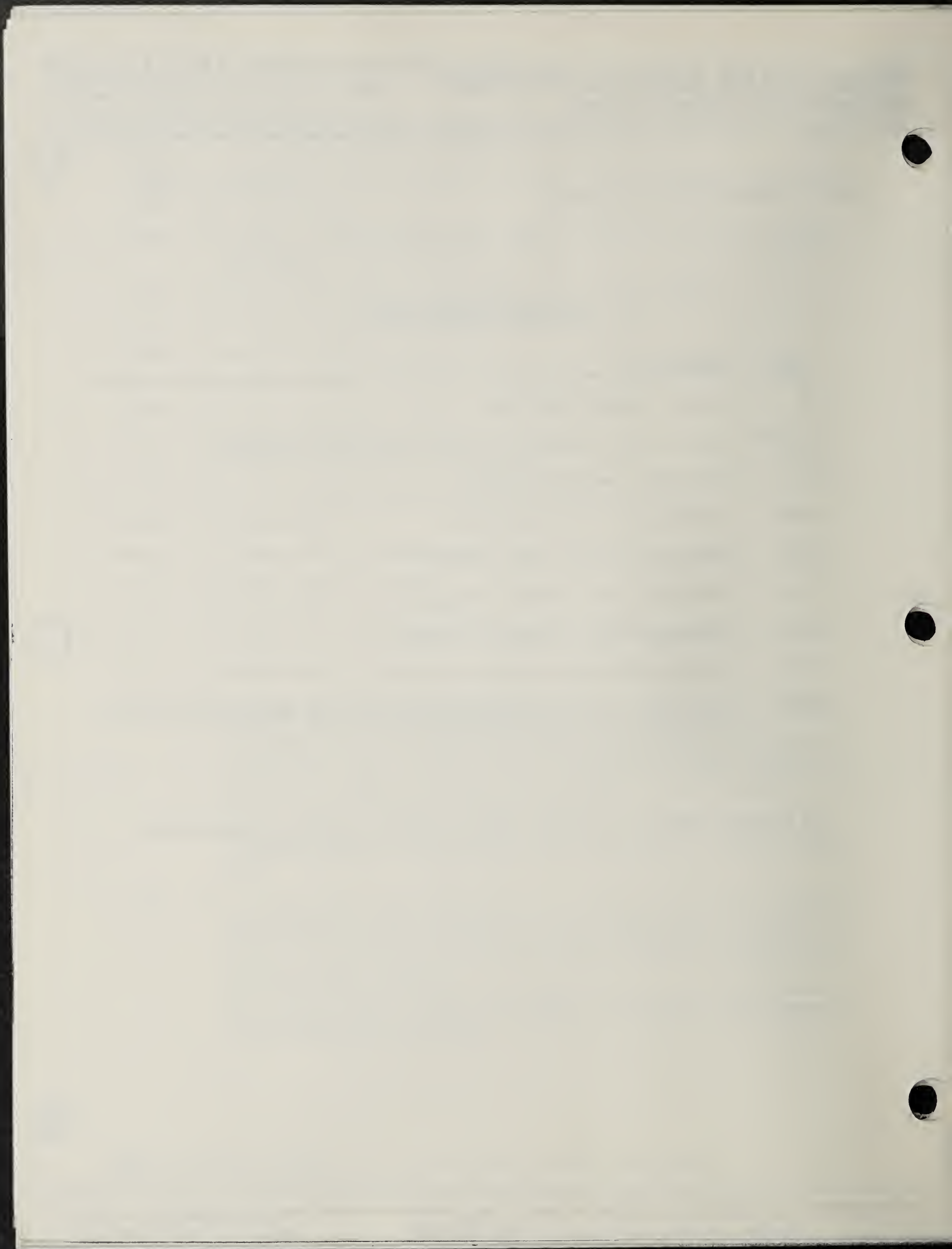
DRIVER RECORDS/PHOTO ID (8)

III.B. DATA AND CODES (Continued)

CANCELLED LICENSE TABLE

<u>CODE</u>	<u>TRANSLATION</u>
DL	Driver's License Cancelled
DL-IP*	Either Driver's License or Instruction Permit Cancelled
IP	Instruction Permit Cancelled
PROB	Probationary License Cancelled
RDP	Restricted Driving Permit Cancelled
RLL	Restricted Local License Cancelled
TDL	Temporary Driver's License Cancelled
TIP	Temporary Instruction Permit Cancelled
ANY*	One of the above has been cancelled, but the information on file is not sufficient to determine which one.

*A directed message to terminal LDL is necessary to obtain further data.



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ILLINOIS COUNTY CODE TABLE

<u>CODE</u>	<u>COUNTY</u>
ADAM	Adams
ALEX	Alexander
BOND	Bond
BOON	Boone
BROW	Brown
BURE	Bureau
CALH	Calhoun
CARR	Carroll
CASS	Cass
CHAM	Champaign
CHRI	Christian
CLAR	Clark
CLAY	Clay
CLIN	Clinton
COLE	Coles
COOK	Cook
CRAW	Crawford
CUMB	Cumberland
DEKA	DeKalb
DEWI	DeWitt
DOUG	Douglas
DUPA	DuPage
EDGA	Edgar
EDWA	Edwards
EFFI	Effingham
FAYE	Fayette
FED	Federal Court District
FORD	Ford
FRAN	Franklin
FULT	Fulton
GALL	Gallatin
GREE	Green
GRUN	Grundy
HAMI	Hamilton
HANC	Hancock
HARD	Hardin
HEND	Henderson
HENR	Henry
IROQ	Iroquois
JACK	Jackson
JASP	Jasper
JEFF	Jefferson
JERS	Jersey
JODA	JoDaviess
JOHN	Johnson
KANE	Kane
KANK	Kankakee
KEND	Kendall
KNOX	Knox
LAKE	Lake
LASA	LaSalle
LAWR	Lawrence

<u>CODE</u>	<u>COUNTY</u>
LEE	Lee
LIVI	Livingston
LOGA	Logan
MCDO	McDonough
MCHE	McHenry
MCLE	McLean
MACN	Macon
MACO	Macoupin
MADI	Madison
MARI	Marion
MARS	Marshall
MASN	Mason
MASS	Massac
MENA	Menard
MERC	Mercer
MONR	Monroe
MONT	Montgomery
MORG	Morgan
MOUL	Moultrie
OGLE	Ogle
PEOR	Peoria
PERR	Perry
PIAT	Piatt
PIKE	Pike
POPE	Pope
PULA	Pulaski
PUTN	Putnam
RAND	Randolph
RICH	Richland
ROCK	Rock Island
STCL	St. Clair
SALI	Saline
SANG	Sangamon
SCHU	Schuyler
SCOT	Scott
SHEL	Shelby
STAR	Stark
STEP	Stephenson
TAZE	Tazewell
UNIO	Union
VERM	Vermilion
WABA	Wabash
WARR	Warren
WASH	Washington
WAYN	Wayne
WHIT	White
WHTS	Whiteside
WILL	Will
WILM	Williamson
WINN	Winnebago
WOOD	Woodford

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DRIVER RECORDS/PHOTO ID (8)

IV. OFF-LINE SERVICES

In addition to providing on-line inquiry into the Driver's File, the Illinois Secretary of State also offers the off-line services as described in the following paragraphs. Off-line services are used when information is required that is not included in the on-line response to an automated inquiry (abstracts). Drivers license information (and motor vehicle registration information) is now available on-line through Soundex Inquiry. See page 1027-53.

A. DRIVER'S RECORD ABSTRACTS

The Secretary of State makes available three types of driver's record abstract, each with different requirements and applications as follows:

1. Abstract -- This is a computer printed document. It gives the name, address and physical data obtained in a 10-27 response (see page 1027-8) plus a complete record of all driving actions on file in this office. This document is primarily used in detective research and reference work. It is not suitable for use in court.

When requesting an abstract, specify the driver's license number and/or name, sex and date of birth. If you need some specific item, request it. Allow about ten days for processing and mailing. (For how to request an abstract, refer to page 1027-44.)

2. Short Form Certified Abstract -- This contains the same information as the abstract described above. The major difference is that the data on the document is verified by the Abstract Staff. After it is confirmed, a statement is added to the document along with the seal of the State of Illinois, certifying it to be a true and complete record.

Request a Certified Abstract only when certification is required. This is a court acceptable document; however, in some instances a judge may not allow this abstract to be entered as evidence since it contains a complete driving record. In addition to the driver's license number and/or name, sex and date of birth, advise SOS of the date(s) the subject was arrested for this case, the court date set for the case, and what the subject is charged with. 'Charge' information is particularly helpful when a subject is charged with driving while suspended and the suspension is a type that is later removed from his record, e.g. a Lieu of Bail suspension. Allow about two weeks for processing and mailing. (For how to request an abstract, see page 1027-44.)

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IV.A. DRIVER'S RECORD ABSTRACTS (Continued)

3. Long Form Abstract Certification (per Archibald Decision) -- This is a specialized document resulting from a court case (Archibald versus the Secretary of State) in which the court ruled that the entire driving record was not admissible; only that part of the driver's record which was pertinent to the case should be allowed.

The 'Archibald Abstract' is a court admissible document which certifies that an action - usually a suspension or revocation - was in effect on a certain date, and details the convictions or actions which caused the suspension or revocation.

When requesting a Long Form Abstract certification, specify the driver's license number and/or name, sex and date of birth. Include the subject's date of arrest, the court date, what the subject is charged with and the specific item to be certified on the abstract. NOTE: If the driver's record does not show the specific action you requested, SOS will return a Short Form Certified Abstract. Normally it takes three to four weeks to receive an 'Archibald Abstract'.

4. How To Request a Driver's Record Abstract

The SOS Driver Services Division prefers that requests for abstracts be made in writing on your agency's letterhead and addressed to:

Secretary of State
Driver Services Division
Abstract Informational Unit
2701 South Dirksen Parkway
Springfield, Illinois 62723

Requests for abstracts by directed message may be sent to terminal NDL. If you elect to use this method, be sure that you clearly state what you are asking for, include all required data, and give a correct mailing address for the return of the abstract. Below is a sample directed message request for an abstract. A request by letter should include all of the information shown below in Lines 4 through 17.

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DRIVER RECORDS/PHOTO ID (8)

IV.A. DRIVER'S RECORD ABSTRACTS (Continued)

5. Sample Abstract Request By Directed Message

Line 1 M/DET SGT YORK.3NDL.
Line 2 MSG NR TPU80-328 091580

Line 3 SOS DRIVER SERVICES DIVISION

Line 4 REQUEST SHORT FORM CERTIFIED ABSTRACT ON:
Line 5 SCHWARZ,HAROLD P.
Line 6 SEX/M
Line 7 DOB/012345
Line 8 DLN/S62035545023
Line 9 DT OF ARR - 083080
Line 10 COURT DT - 100680
Line 11 CHARGE - DRIVING WHILE SUSP

Line 12 NEED VERIFICATION OF SUSP IN EFFECT ON 083080

Line 13 RETURN ABSTRACT TO:
Line 14 PESOTUM POLICE DEPT.
Line 15 300 N. MAIN
Line 16 PESOTUM, IL 61863
Line 17 ATTN: DET SGT YORK

Line 18 PD PESOTUM IL
Line 19 1942 DC

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IV.A.5. Sample Abstract Request (Continued)

Explanation

- Lines 1-3 contain the directed message header, preamble and address (see Chapter 17, pages TYPE3-4 thru 8).
- Line 4 identifies this message as a request for a type of Driver's Record Abstract.
- Lines 5-8 describe the subject of the requested abstract by name, sex, date of birth and driver's license number.
- Line 9 gives the date of arrest.
- Line 10 gives the court date.
- Line 11 indicates the charge on which the subject is being brought to trial.
- Line 12 specifies the particular item of information requested.
- Lines 13-17 give the address to which the abstract should be mailed.
- Lines 18-19 are the directed message signature and service lines (see Chapter 17, page TYPE3-8).

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DRIVER RECORDS/PHOTO ID (8)

V. OUT-OF-STATE 10-27 MESSAGES

A. AUTOMATED OUT-OF-STATE 10-27 INQUIRY

1. Definition

An out-of-state 10-27 inquiry is a request to a state other than Illinois for driver's license data. Such a request is forwarded from your terminal via LEADS and NLETS to the specified state, and a search of that state's driver's license files is performed. In most cases, this search proceeds without manual intervention and the response is returned automatically. However, some states conduct such searches manually. (To find out which states currently offer manual look-up only, consult the LEADS HELP File using the message "LHR.STATES."). The various methods of out-of-state 10-27 inquiry are described on the following pages.

2. How To Make an Automated Out-of-State 10-27 Inquiry

A successful out-of-state 10-27 inquiry is a combination of a message key and required identifiers. The correct combinations direct your inquiry to the proper location for a search of a state's driver's license files, and determine the accuracy of the response you will receive.

a. LEADS Message Keys

LZW2. (free-form)
Z2 (when using the FQ or FINQ formats)

These message keys may be used with any of the sets of required identifiers, though the files searched vary depending on your choice (see Section V.A.2.b. page 1027-47). Your inquiry will always be forwarded via NLETS to the specified foreign state (DLS) for a search of that state's driver's license data base.

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V.A.2. How To Make an Automated Out-of-State 10-27 Inquiry (Continued)

b. Required Identifiers

As a minimum, either of the following sets of identifiers may be used in your out-of-state 10-27 inquiry:

(1) DLN and DLS (Driver's License Number and Licensing State)

These identifiers are used to produce a current driver's record from the files of the licensing state.

(2) NAM, SEX, DOB and DLS (Subject's Name, Sex, Date of Birth and Licensing State)

With these identifiers, automatic searches of the LEADS and NCIC Computerized Hot Files and the Illinois SOS Driver's File take place. Then your inquiry is forwarded via NLETS to the specified state for a search of that state's driver's license file.

c. Driver's License State (DLS) Code

The appropriate two-letter state codes for DLS can be found in Chapter 6 on page VEH-137 or in Chapter 18 (Volume 2) on page NLETS-7.

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V.A. AUTOMATED OUT-OF-STATE 10-27 INQUIRY (Continued)

3. Sample Automated Out-of-State 10-27 Inquiries

a. LZW2 MKE with DLN and DLS

(1) (2) (3)
LZW2.DLN/10418782.DLS/NM.

- (1) LEADS free-form message key.
- (2) Driver's License Number inquired upon.
- (3) Licensing state to which this inquiry message is to be sent.

This inquiry will be forwarded by LEADS via NLETS to New Mexico.

b. LZW2 MKE with NAM, SEX, DOB and DLS

(1) (2) (3) (4) (5)
LZW2.NAM/COOPER,ETHEL A.SEX/F.DOB/110635.DLS/KS.

- (1) LEADS free-form message key.
- (2)-(4) Driver's name, sex and birth-date.
- (5) Licensing state to which this message is to be sent.

This inquiry will cause automatic searches of the LEADS and NCIC CHF and the Illinois SOS Driver's File before being forwarded to Kansas.

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B. DIRECTED MESSAGE REQUEST FOR OFF-LINE DRIVER'S LICENSE DATA

A standardized ORI is available to make a request by a directed message for out-of-state driver's license information. This ORI will route your request to the agency that maintains the driver's license data in the state you specify.

*Substitute the two-character state code for xx. State codes can be found on either page NLETS-7 or page VEH-137.

Note that the M/ Field in Line 1 is optional. See Chapter 18 on NLETS for further details on constructing an out-of-state directed message.

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VI. U.S. GOVERNMENT-ISSUED DRIVER'S LICENSES

In compliance with Federal guidelines, U.S. Government agencies issue driver's licenses to their employees. These licenses, called United States Government Motor Vehicle Operator's Identification Cards, authorize qualified agency personnel to operate Government-owned motor vehicles for official purposes within the fifty states, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. possessions. The cards identify the operator by name, personal descriptors, date of birth, and Social Security Number (SOC); list the dates of issue and expiration; and specify which Government-owned motor vehicles the holder is authorized to operate. Each card is also numbered by the Government agency at the time of issue, however, this number is not a unique identifier for purposes of NCIC entry or inquiry.

To inquire upon a U.S. Government-issued driver's license, contact the General Services Administration (GSA), telephone (202) 275-6188. Be prepared to furnish operator's NAM, SEX, DOB and SOC as identifiers. To request GSA's mailing address, send a directed message to terminal KQC. To further determine the validity of the driver's license, contact the issuing Federal agency.

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DRIVER RECORDS/PHOTO ID (8)

VII. PHOTO ID NUMBER (PID) INQUIRIES AND RESPONSES

- A. DESCRIPTION -- The Illinois Secretary of State is authorized to issue Photo Identification cards to those citizens who wish to purchase them. The cards, which resemble Illinois drivers' licenses in appearance serve as official identification. They contain generally the same information as is found in a driver's license: name, address, dates of issue and expiration, and physical description, including sex, birth-date, height, weight and eye color. In addition, every card bears a Photo ID Number (PID).

A PID is computed from name, sex and date of birth exactly like a DLN (see page 1027-3), except that a PID carries the single alphabetic character in the last position to the right:

Example PID: 62093057270Y

- B. PID INQUIRY -- To inquire on a PID, use one of the LEADS message keys Z2 (format) or LZW2.(free-form). Key the PID into the DLN Field; the computer recognizes from the final position of the alphabetic character that you want Photo ID information. Below is a sample free-form PID inquiry:

(1) LZW2 (2) LZW2.DLN/35054056745S.

(1) LEADS free-form message key.

(2) PID number inquired upon. Note that 'DLN' is the field code for a PID inquiry.

- C. INQUIRY BY NAME -- There is no direct way to inquire into the Photo ID File by name, sex, and DOB. Any message to SOS with NAM, SEX, DOB will automatically search only the Driver's File. However, the response will always contain the computed OLN for the name, sex, and DOB inquired upon, even if the person does not have an Illinois driver's license. By taking the OLN and moving the alphabetic character to the right end, a PID inquiry can be run as shown in paragraph B above.

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VII. PHOTO ID NUMBER (PID) INQUIRIES AND RESPONSES (Continued)

D. PID RESPONSE -- The message shown and interpreted below represents a typical SOS Photo ID response.

Line 1 SOS 060680 0852
Line 2 *** PHOTO ID RESPONSE ***
Line 3 STA/VALID
Line 4 STEIN MONA
Line 5 2 SWAMP ROAD DUPO 62239
Line 6 SEX/F DOB/052156 HGT/5'03 WGT/100 HAI/BLN EYE/BLU
Line 7 PID/35054056745S PHOTO ID EXP/052184 ISS/051578

Explanation

Line 1 contains the SOS computer's date and time stamp signifying when the file was searched.
Line 2 identifies the message as a Photo ID response.
Line 3 indicates the status of the Photo ID inquired upon. The status can be 'VALID', 'EXPIRED' or 'REVOKED'. (SOS can revoke a Photo ID if it was obtained fraudulently.)
Line 4 gives subject's name, last name first.
Line 5 shows subject's street address and city.
Line 6 describes subject by sex (SEX), date of birth (DOB), height (HGT), weight (WGT), and hair (HAI) and eye (EYE) color. For translations of the color codes, see page PERS-120.
Line 7 contains the Photo ID number (PID) and dates of issue and expiration. Expired Photo ID cards should be considered invalid.

E. INVALID PHOTO ID CARDS -- An invalid Photo ID card is one that has expired or been revoked. When an invalid card is recovered, it should be mailed along with a letter explaining the circumstances of the recovery to:

Secretary of State
2701 South Dirksen Parkway
Springfield, Illinois 62756

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VIII. ILLINOIS SOS SOUNDEX INQUIRY

Through SOS Soundex Inquiry, using an Illinois resident's last name, you may obtain an individual's driver's license number and the license plate number(s) of any vehicle(s) registered to him/her through the Illinois Secretary of State. You may also obtain the license plate number(s) of any vehicle(s) registered to businesses, churches, corporations, etc. This inquiry does not search LEADS nor NCIC Files.

A. HOW TO INQUIRE

1. Message Key

The message key for soundex inquiry is LZX2.

2. Identifiers

The primary identifier used in a soundex inquiry is NAM (Name). The first name and middle initial should be included when available. When using last name, first name, and middle initial, they must be separated by commas. When using business names, do not use commas. Leave spaces as they appear in the business name.

3. Examples:

Individual Name:

Last name	- LZX2.NAM/FAULKNER,,.
Last name, first name	- LZX2.NAM/FAULKNER,WILLIAM.
Last name, first name, middle initial	- LZX2.NAM/FAULKNER,WILLIAM,A.

Business:

- LZX2.NAM/ACE EQUIPMENT CO.
- LZX2.NAM/H & H SERVICES.

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VIII. ILLINOIS SOS SOUNDEX INQUIRY (Continued)

B. RESPONSE

When you do a name inquiry, the name is translated into a soundex code. The page you receive will contain the first record with that code followed by 22 more lines of response. Each line contains a person's name, address, driver's license number, and/or license plate number. The inquiry message 'LZX2.NAM/FAULKNER,WILLIAM.' would produce the following response:

SOS 020983 1101

SOUNDEX PAGE RESPONSE SOUNDEX CODE/F42560W450
PNO/00347251

01 FAULKNER WALTER L:2740 S PRAIRIE AVE CHICAG	F42591249359	
02 FAULKNER WALTER L:BROWNFIELD RR 1	F42591218009	484546 B
03 FAULKNER WALTER L:SP 34 MEADOWLARK	F42591240372	37256 RV
04 FLESSNER WALTER W:RR THAWVILLE	F42591918073	
05 FLESSNER WALTER W:THAWVILLE	F42591918073	FM 7088
06 FLESSNER WALTER W:THAWVILLE	F42591918073	FM 7089
07 FAULKNER WILLIELEAN :11005 N MESA DRV PEORI	F42588045614	
08 FAULKNER WILLIAM :2957 S CANAL ST CHICAGO	F42592029196	
09 FAULKNER WILLIAM :2012 W 69TH PL CHICAGO	F42592053211	
10 FAULKNER WILLIAM :2012 W 69TH PL CHICAGO	F42592055211	
11 FAULKNER WILLIAM :7829 S DREXEL CHICAGO	42592018154F	

MORE SOS DATA TO FOLLOW

SOS 020983 1101

SOUNDEX PAGE RESPONSE SOUNDEX CODE/F42560W450
PNO/00347251

12 FAULKNER WILLIAM:MANITO 108 S POLLARD	F42593512094	321 714
13 FAULKNER WILLIAM:MELROSE PARK 1705 THOMAS	F42593351023	534962 B
14 FAULKNER WILLIAM:MELROSE PARK 709 N 14TH ST	F42593351020	YBZ 662
15 FAULKNER WILLIAM:OSWEGO RR 1 BX 68K	F42592548018	21972 TB
16 FAULKNER WILLIAM:RO 6227 COLUMBINE		VA 7570
17 FAULKNER WILLIAM:ROCKTON RT 1 BOX 37	F42592650152	860568 B
18 FAULKNER WILLIAM:ROCKTON RT 1 BOX 37	F42592650152	37586 B
19 FELGENHAUER WILLIAM:CENTRALIA 1311 MCKEE	F42592399079	237777 B
20 FLESHNER WILLIAM:GLENDALE HEIGHTS 493 SIDN		HZ 5066
21 FLESHNER WILLIAM:HARVAR 17004 CHARLOTTE CT		284269 B
22 FLESHNER WILLIAM:GLENDALE HTS 493 A SIDNEY		235383 B
23 FLESSNER WILLIAM:DANVILLE 1807 GRIGGS		KO 5044

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VEHICLES (6)

Chapter 6

VEHICLES

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VEHICLES (6)

I. INTRODUCTION

A. DEFINITION OF A VEHICLE

For LEADS and NCIC purposes, a 'vehicle' is any motor-driven conveyance, with the exception of a boat, that is designed to carry its operator. In addition to vehicles which meet this definition, aircraft, trailers, and vehicle parts are also to be entered in the Vehicle File.

B. PURPOSES OF THE VEHICLE FILE

The purpose of the LEADS and NCIC Vehicle Files is to provide assistance to all law enforcement agencies in the recovery of stolen vehicles and vehicles involved in the commission of crimes (felony vehicles). In addition, the LEADS file (not NCIC) can be used to keep track of vehicles that have been towed and/or impounded.

C. WHAT'S IN THE VEHICLE FILE?

Each record in the file describes one specific vehicle or part and serves as an index to a related case file.

1. Kinds of Vehicles -- All of the following kinds of vehicles may be found in both the Illinois LEADS and NCIC Vehicle Files, except where noted otherwise:

- a. Stolen Vehicles -- All types of Stolen Vehicles including aircraft and trailers. For a comprehensive list, see the VEHICLE TYPES INDEX on page VEH-43.
- b. Stolen Vehicle Parts -- For a comprehensive list of vehicle parts, see the CATEGORY (CAT) FIELD CODES TABLE on page VEH-138.

When determining whether a part qualifies as a Vehicle Part or an Article, check to see if it is listed in the Article Name Type Code Dictionary (ART-57) or in the Category Field Codes Table (VEH-138). If the part appears in both lists, then you must determine which is the appropriate file in which to enter the record. If the part is attached or could be attached to a vehicle, then enter it in the Vehicle Parts File; if not, enter the record in the Article File.

- c. Towed and Impounded Vehicles (LEADS only) -- Vehicles of any type.
- d. Felonious Vehicles -- Any vehicles of unknown whereabouts believed to be involved in the commission of a crime.

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I.C. WHAT'S IN THE VEHICLE FILE? (Continued)

2. Registered By Any State -- The LEADS Vehicle File contains records on vehicles registered and licensed by many states. However, most LEADS records pertain to vehicles registered in Illinois.
3. Unlicensed Vehicles -- Note that a vehicle can be in the Vehicle File even if it is not registered or licensed to run on the streets (i.e., dune buggy, go-cart, etc.). Note also that a new vehicle stolen from the dealer will not be registered or licensed at the time of theft.
4. Illinois-Registered Vehicles Stolen Out-of-State -- The LEADS Vehicle File contains a special "pointer" record for every stolen or felony vehicle with Illinois registration that was entered into NCIC by a non-Illinois agency. When an inquiry by license plate number (ABC123 for example) hits a "pointer" record in LEADS, the following message is returned:

```
cdc CHF57 POSSIBLE OUT OF STATE HIT LIC/ABC123
WAIT FOR NCIC RESPONSE
cdc NO REC LEADS LIC/ABC123 LIS/IL
```

This will be followed by a message from NCIC which, in most cases, will be a positive response or hit.

The reason for the pointer record system is to minimize the inquiry message traffic between LEADS and NCIC. Most LEADS inquiries by plate number are on Illinois plates, and most thefts of Illinois-registered vehicles are entered into LEADS by Illinois agencies. Therefore, the only 10-29s which must be forwarded to NCIC are those run on foreign plates and those which hit a pointer record. These represent only a small percentage of the nearly 1,000,000 vehicle inquiries run each month by LEADS users.

D. WHAT SHOULD N-O-T BE IN THE FILE?

Bicycles Boats Batteries Tires CB Radios Tape Decks
Automotive Accessories

E. WHERE RECORDS ORIGINATE

1. LEADS Records -- All records in LEADS are entered only by Illinois agencies through terminals connected to LEADS. The one exception is the "pointer" record described in I.C.4 above.
2. NCIC Records -- The records in NCIC are entered by departments nationwide including Illinois departments entering through LEADS.

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VEHICLES (6)

I. INTRODUCTION (Continued)

F. RETENTION PERIOD FOR VEHICLE RECORDS

1. Unrecovered stolen vehicle records without a VIN or OAN will remain in file for 9 days after entry. They will be automatically removed from file at the next Vehicle File purge following the maximum 9-day retention period.
2. Unrecovered felony vehicle records will remain in file for a minimum period of 90 days after entry and will be automatically removed from file at the next Vehicle File purge following the maximum 90-day retention period.
3. Unrecovered stolen vehicle records, which contain a VIN or OAN, and stolen part records, which contain an OAN or SER, will remain in file for the remainder of the year of entry plus four. These records will be automatically removed from file at the first Vehicle File purge following this retention period. For example, 1991 stolen vehicle entries which contain a VIN and 1991 stolen engine entries would be purged at the first Vehicle File purge in 1996.
4. Towed/impounded vehicle records will remain on file for 45 days and will be automatically removed at the next Vehicle File purge following the 45-day retention period.

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VEHICLES (6)

II. HOW TO INQUIRE INTO/SEARCH THE VEHICLE FILE

A. IDENTIFIERS USED FOR ON-LINE INQUIRY

To search the Vehicle Files (LEADS & NCIC), you must have certain minimum information (identifiers) about the vehicle or vehicle part in question. Data beyond the minimum could be useful, both for the inquiry and for confirming the validity of any 'hits' that might result. To maximize your chances of finding the correct record, use as many identifiers in your inquiry as you have available.

1. Minimum Identifiers for Vehicle Inquiries -- As a minimum, any one of the following identifiers may be used to search the Vehicle File:

a. VIN (Vehicle Identification Number)

b. LIC and LIS (License Plate Number and Licensing State)

(1) If LIS is omitted, the computer assumes that the vehicle was registered in Illinois and only records with matching plate numbers and LIS = IL can be hit. If LIS is IL, the inquiry is not forwarded to NCIC.

(2) If the LIS is unknown, use 'UK' for Unknown in the LIS Field. Any record with matching plate number from any state will be returned from LEADS and NCIC.

(3) If LIS is specified for any state (not UK), only LEADS and NCIC records with matching plates for that particular state will be returned.

(4) If the plate/registration has been expired for more than 12 months, chances for a hit are very poor because the expired plate number should have been purged from the LEADS/NCIC records.

c. OAN (Owner-Applied Number) -- This inquiry searches for LEADS records with matching OAN or NCIC records with matching OAN or VIN.

d. LDS (LEADS Record Index Number) -- This inquiry may be useful for administrative purposes if you want to retrieve a copy of a specific vehicle record in LEADS, possibly one your department entered.

e. NIC (NCIC Record Index Number) -- Allows retrieval of a specific record in the NCIC Hot Files.

2. Identifiers for Vehicle Part Inquiries

a. VIN (Vehicle Identification Number) -- Either a VIN or serial number must be entered in the VIN Field if there is no Owner-Applied Number in the OAN Field. The serial number of an engine or transmission generally consists of a portion of the complete VIN for the vehicle in which the part was originally installed.

b. OAN (Owner-Applied Number) -- Must be entered if there is no VIN or serial number in the VIN Field.

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VEHICLES (6)

II.A. IDENTIFIERS USED FOR ON-LINE INQUIRY (Continued)

3. Adding LIY/ to an Inquiry -- In addition to LIC and LIS, a search of the LEADS files (not NCIC) will be narrowed by including LIY (License Year) in your inquiry. In other words, if you inquire on LIC/1234.LIY/91. and the only record in LEADS is LIC/1234.LIY/92., you would NOT get a hit because the LIY does not match. If you did not use LIY in the inquiry you would get the LIY/92 record, but it would probably be an invalid hit, at least in this example.

CAUTION: NCIC does not search by LIY. Therefore, you must examine all hits carefully to be sure all fields match your inquiry.

4. VIN, OAN, and/or LIC: Multiple Identifiers -- In a single inquiry message, you may include the VIN, and OAN, and/or license plate identifiers. The computer treats such a message as three separate inquiries; i.e., it will search separately for records with matching VIN, OAN, and LIC. This makes it possible to hit on a record with matching VIN but a different plate or OAN. Here is an example:

Your inquiry is: LZV.VIN/123456.OAN/123ABC.LIC/ABC6.LIS/CA.

Inquiry will hit: Record 1 VIN/123456.LIC/1214.LIS/IL.
Record 2 VIN/A6X714896.LIC/ABC6.LIS/CA.
Record 3 OAN/123ABC.LIC/ABC6.LIS/CA.

ALWAYS ANALYZE RESPONSES THOROUGHLY!

B. ON-LINE INQUIRY MESSAGE KEYS

1. Basics -- The basic free-form message key is LZV. With the FINQ or FQ screen formats, the basic key is Z. The number of files searched by a single inquiry message is determined by the suffix added to the basic key. Here are the available suffixes and what they do:

<u>MKE SUFFIX</u>	<u>MEANING</u>
Blank or None	Search LEADS and NCIC*, but not SOS.
1	Search LEADS only.
2	Search LEADS, NCIC* and SOS or out-of-state registration.
3	Search LEADS and NCIC*, but not SOS. (When used with a LDS Number, the response will be either NO REC or REC ON FILE, but the complete record is not returned.)
5	Search LEADS, NCIC*, and SOS MVR File; then, using all possible identifiers from the MVR response, search the SOS Drivers File and re-search LEADS and NCIC. See page VEH-24 for details.

* See paragraph 5 -- NCIC Search -- on page LIC-5 in the previous chapter.

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II.B. ON-LINE INQUIRY MESSAGE KEYS (Continued)

2. Free-Form Shortcut Key(*) -- A special, one-character, free-form message key which cannot be suffixed is the asterisk (*). It has the same meaning as a key with a suffix of 2 (LZV2) and may only be used with license plate identifiers.
3. Using the Inquiries Table -- A detailed analysis of vehicle inquiry message keys, identifiers, sample free-form inquiries, and the file(s) searched is provided in the VEHICLE ON-LINE INQUIRIES TABLE (VEH-10, 11).

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VEHICLES (6)

II. HOW TO INQUIRE INTO/SEARCH THE VEHICLE FILE (Continued)

C. VEHICLE SUMMARY INQUIRIES

Free-form summary inquiries allow agencies to obtain a listing of all active vehicle entries initiated by their own department, or all departments located in the same state police district for a specific day. Additionally, agencies may obtain listings of all cancelled/voided Towed/Impounded vehicle entries initiated by their own agency, or all departments located in the same state police district for a specific day. These inquiries have been provided to assist departments in obtaining information to aid investigatory efforts (e.g., chop shops, theft rings, etc.). These inquiries also allow departments to track Towed/Impounded vehicles more efficiently.

1. Basic Message Key: LZV9. (required)
2. Day: DAY/Ø215. (required) Summary inquiries must be for a specific day and cannot be older than 60 days.
3. File Message Key: MKE/EV-A. (optional) The field code MKE, followed by the desired file message key (minus the "L") will access records entered with that message key on the day indicated. For example: LZV9.DAY/Ø215.MKE/EV-A. would result in a listing containing stolen vehicle records entered as armed/dangerous.
4. CDC: CDC/____. (optional) If used, will narrow the search to include only records entered by a specific agency (will include entries by all terminals within a department that have the same last two alpha characters in the CDC, e.g., TPB, PPB, DPB, UPB).
5. Record Status: STA/____. (optional) To obtain a listing of only cancelled/ voided Towed/Impounded vehicle records, use STA/CV. To search for active, cancelled, and voided records; use STA/ALL. If the field is not used, the listing will contain active records only.

6. Sample Vehicle Summary Inquiries:

- a. LZV9.DAY/Ø331.MKE/EVIT.CDC/KCX.STA/CV.

Will return a list of all cancelled/voided Towed/Impounded records entered by Chicago PD on March 31st.

- b. LZV9.DAY/Ø828.MKE/EF.

Will return a list of all felony vehicles entered throughout the state on August 28th.

- c. LZV9.DAY/Ø7Ø4.MKE/EVIT./DST/Ø4.

Will return a listing of all active Towed/Impounded vehicles entered on July 4th by agencies located within State Police District 4.

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VEHICLES (6)

II. HOW TO INQUIRE INTO/SEARCH THE VEHICLE FILE (Continued)

D. CANADIAN VEHICLE INQUIRIES

NLETS, INTERPOL, and the Canadian Police Information Centre (CPIC) have established a computer link through NLETS that allows U.S. law enforcement agencies to obtain Canadian "hot file" and registration information. Illinois agencies may now inquire on license plates and/or vehicle identification numbers (VINs) with a free-form inquiry. Format inquiry is not possible at this time because of Canadian inquiry requirements. For more detailed information on constructing a vehicle inquiry to a Canadian Province or territory, refer to the HELP chapter (Chapter 3).

- E. LOJACK INQUIRIES -- LOJACK is an electronic vehicle tracking system interfaced with LEADS. This system allows police to electronically locate stolen vehicles containing a hidden transmitter. The LOJACK system is only available in the Chicago Metropolitan Area, and thus primarily impacts Chicago area law enforcement agencies. Agencies outside the Chicago Metropolitan Area will only be affected when entering, modifying, or locating a LOJACK equipped vehicle at which point they would receive a LOJACK activation or de-activation message. These messages require no action by agencies not equipped with tracking equipment. Below are sample activation and de-activation messages you may receive when entering, modifying, or locating a LOJACK equipped vehicle.

1. Sample LOJACK Activation Message:

CHF 022891 1246

***** LOJACK RESPONSE *****
VEHICLE WITH VIN 1G2FW87F1GL000000 IS LOJACK EQUIPPED
AND IS NOW BEING ACTIVATED

2. Sample LOJACK De-activation Message:

CHF 022891 1246

***** LOJACK RESPONSE *****
VEHICLE WITH VIN 1G2FW87F1GL000000 IS LOJACK EQUIPPED
AND IS NOW BEING DE-ACTIVATED

- F. NCIC VIN SEARCH -- NCIC'S search method consists of the last eight characters of the VIN. NCIC hits received on a Stolen/Felony Vehicle or Part, Wanted Person, or Missing Person record that are based only on the last eight characters of the VIN will be preceded by the below caveat:

RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH -
VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD

Hits preceded by this caveat should be carefully compared to determine the validity of the hit.

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VEHICLES (6)

II. HOW TO INQUIRE INTO/SEARCH THE VEHICLE FILE (Continued)

G. OFF-LINE STOLEN VEHICLE FILE SEARCHES -- On-line inquiries require that you know the complete VIN, serial number, license plate number, or registration number. An on-line search is also limited to the file of currently active records. However, there may be cases where you would like to know if a vehicle or part is or was stolen, but you have only a partial VIN or plate number. Or, you may only know the make, or body style, or model year, or color of the vehicle in question. Any information about the vehicle which corresponds to one of the data fields in a LEADS record can be used for an off-line search. The more you know about the vehicle in question, the fewer possible "hits" you will have to investigate. However, information which cannot be found in a coded field within the LEADS record may be of no value for conducting the search. For example, knowing that a vehicle has an air conditioner or stereo tape deck is of no value to the off-line search because this data is not coded in the record. The MIS Field cannot be easily searched by the computer.

1. Requesting An Off-Line Search -- To request an off-line search of the LEADS Stolen Vehicle File, send an administrative message to terminal KQC and include the following:
 - a. REQUEST FOR STLN VEH SEARCH.
 - b. Details about the vehicle or part in question.
 - c. Indication that only currently active records are to be searched or that active and cancelled records are of interest.
2. Results In 24-48 Hours -- Terminal KQC is only monitored from 0830-1630, Monday through Friday, excluding holidays. Messages sent to KQC at times when it is not being monitored are printed out and will be read when the operator arrives for the next monitoring period. An off-line search generally takes 24-48 hours to complete after the request has been read by the KQC terminal operator. Additional time may elapse before the hard copy report is received at the requesting agency.
3. What You Get -- The end-product of an off-line search is a computer listing of all data fields from every LEADS record which matched the identifiers you provided. The number of matches could be anywhere from zero to several thousand. When the number of matches is small, a member of the LEADS Staff will call the contact person (requestor) and discuss the results. Longer lists are mailed to the requestor for analysis.
4. NCIC Records Not Included -- A LEADS off-line search only covers records entered into the Illinois LEADS files by Illinois terminals. Records entered into NCIC from terminals in other states are NOT included in the off-line search.

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VEHICLE INQUIRIES TABLE

MESSAGE KEYS		EXAMPLE
FORMAT	FREE FORM	
(LFR.FINQ. and LFR.FQ.)	LZV2. OR	LZV2.LIC/1234. OR
Z2	*	*1234
Z2	LZV2. OR	LZV2.LIC/8D742.LIS/UK. OR
	*	*8D742.LIS/UK.
Z2	LZV2. OR	LZV2.LIC/AB6232.LIS/MO. OR
	*	*AB6232.LIS/MO.
Z2	LZV2.	LZV2.VIN/F1ØBUV42141. OR (VIN may actually be the serial number of a vehicle part.)
		LZV2.OAN/123ABC.
Z2	LZV2.	LZV2.OAN/DD88934762.VIN/F1ØBUV42141.
Z2	LZV2.	LZV2.VIN/KMH1A31J2KU12638.LIS/AE.
Z5	LZV5.	LZV5.LIC/12345. OR LZV5.LIC/12345.LIS/IL. (LIS must be 'IL' or left blank.)
Z	LZV.	LZV.LIC/1234. OR LZV.LIC/1234.LIS/IL.
Z	LZV.	LZV.LIC/1234.LIS/UK.
Z	LZV.	LZV.LIC/2B632.LIS/IN.
Z	LZV.	LZV.VIN/F1ØBUV42141. OR LZV.OAN/123ABC.
Z1	LZV1.	LZV1.LIC/12345.
Z1	LZV1.	LZV1.VIN/F1ØBUV42141. OR LZV1.OAN/123ABC.
Z	LZV.	LZV.LDS/V8361124.
Z3	LZV3.	LZV3.LDS/V8361124.
None	NZN.	NZN.NIC/V9169Ø4586.
None	LZV2.	See II.C. Vehicle Summary Inquiries.

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MEANING TO COMPUTER

Search LEADS Stolen Vehicles, Plates, Persons (will only hit LIS/IL), and SOS MVR.

Search LEADS and NCIC Stolen Vehicles, Plates, Persons (can hit any LIS), and SOS MVR.

Search LEADS and NCIC Stolen Vehicles, Plates, Persons (can only hit state shown in LIS Field), and MVR of the state shown in the LIS Field via NLETS.

Search LEADS and NCIC Stolen Vehicles (Parts), Persons, and SOS MVR.

Search LEADS and NCIC Stolen Vehicles (Parts), Persons, and SOS MVR.

Search LEADS and NCIC Stolen Vehicles, Plates, Persons, and SOS MVR by VIN. The NLETS region code will result in a search of MVR through the states in that region(s). See VOL. 3, NLETS for region codes.

Search LEADS Stolen Vehicles, Plates, Persons (will only hit LIS/IL), and SOS MVR. Also, search LEADS and NCIC Vehicles and Persons by VIN from MVR record if found. And if original MVR record contains a DLN, a 10-27 is generated. If this produces a driver record, a LEADS and NCIC 10-29 will be generated from the driver record data. (See page VEH-24.)

Search LEADS Stolen Vehicles, Plates, and Wanted Persons.

Search LEADS and NCIC Stolen Vehicles, Plates, and Persons (can hit any LIS).

Search LEADS and NCIC Stolen Vehicles, Plates, and Persons (can only hit state shown in LIS Field).

Search LEADS and NCIC Stolen Vehicles (Parts), and Persons.

Search LEADS only Stolen Vehicles, Plates, and Persons.

Search LEADS only Stolen Vehicles (Parts), and Persons.

Search LEADS only Stolen Vehicles (Parts). Produces the one record which matches the LEADS Number.

Search LEADS only Stolen Vehicles (Parts). Response is NO REC or REC ON FILE.

Search NCIC only Stolen Vehicles (Parts). Produces the one record which matches the NCIC Number.

Search for all active Stolen Vehicle (Parts), Felony Vehicle, and Towed/Impounded Vehicle records entered in the last 60 days of the current year. Will provide a summary of these records followed by a count of actual records entered into the file on the day requested plus a total of the records that are still active.

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III. RESPONSE INTERPRETATION

Every inquiry is acknowledged by some kind of response message from the LEADS computer. Depending on the combination of message key and identifier(s) used in a vehicle inquiry message, there are five basic kinds of response messages that can result:

- Reject (The inquiry was submitted incorrectly.)
- No Record On File or Negative Response
- Hit or Positive Response (A record found in LEADS and/or NCIC matching inquiry identifiers.)
- 10-28 from Illinois SOS or another state's MVR files.
- System Status

The first three kinds of response and system status messages are explained in the following paragraphs. 10-28 responses are covered in Chapter 7, Vehicle Registrations.

A. REJECTS -- A reject message almost always tells you two things: (1) your message cannot be understood or processed by the computer and (2) the computer will do nothing further until you send another message. In a few cases, the computer may reject part of an inquiry, but proceed with a file search on what is left. Once you receive a reject message, you must correct your error and then try the inquiry again.

B. NEGATIVE RESPONSES -- Every inquiry message that is not rejected, normally causes certain files to be searched as listed in the VEHICLES ON-LINE INQUIRIES TABLE. When no matching record(s) is found, the computer returns a NO REC or negative response message. Here is what the NO REC responses look like:

1. NO REC LEADS Message -- When no matching record is found in the LEADS Hot Files, this is the message that will be returned:

Line (M) M/SQUAD 27
Line (0) CHF 071691 1321

Line (1) cdc NO REC LEADS LIC/2463BA LIS/IL

Line (M) is simply a copy of whatever you put in the M/ Field of your inquiry. If you did not use the M/ Field, there will be no Line (M) in the response.

Line (0) is the standard date and time heading line for all LEADS Hot Files responses.

Line (1) begins with the CDC of the inquiring terminal. "NO REC LEADS" means no record was found containing the identifiers you inquired upon which are repeated at the end of Line (1).

It is advisable to double check the identifiers returned in the NO REC message with those you were given to inquire on.

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III.B. NEGATIVE RESPONSE INTERPRETATION (Continued)

2. Negative NCIC Response -- If your inquiry contains the appropriate message key and identifier(s) for an NCIC file search but no matching record is found, the following type of message will be returned:

```
Line (M)  M/A-61
Line (1)  1L01 NCIC RESPONSE
Line (2)  IL0849600
Line (3)  NO RECORD      LIC/      ABC6 LIS/CA
Line (4)  NO RECORD      VIN/      A6X714896
Line (5)  NO RECORD      OAN/      ABC1234
```

Line (M) repeats data that appeared in the M/ Field of the inquiry. Line (M) does not appear if the M/ Field was not used.

Line (1) tells you that the message is coming from NCIC.

Line (2) is the ORI of the terminal which did the inquiry.

Line (3) tells you that no record was found with the given identifiers.

Lines (4 and 5) appear when you have inquired on VIN, OAN, and license identifiers, and none have matched a record on file.

NOTE: Refer to VEH-8 for additional information about NCIC's VIN search.

C. HITS AND POSITIVE RESPONSES

1. Action Steps Required On A Hit

When the identifier(s) in your inquiry matches data in a Hot Files record, the matching record is returned to your terminal. When this happens, the following Action Steps must be taken immediately in the order listed:

- a. COMPARE the identifiers in your inquiry to those in the hit response and determine why the hit was received. This should lead to one of two conclusions:

(1) Invalid Hit -- An invalid hit contains identifiers that are neither an exact match nor a reasonably close match to the identifiers used in the inquiry. An invalid hit should not be disseminated to the inquiring source and does not establish reasonable grounds to seize the vehicle (or part) or to detain the occupant(s). Advise the inquiring source that there is no record on the vehicle and skip the remaining Action Steps.

(2) Valid Hit -- A valid hit contains identifiers that are an exact match or a reasonably close match to the identifiers given in the inquiry. A valid hit will be disseminated to the inquiring source. Proceed to the next step.

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III.C.1. Action Steps Required On A Hit (Continued)

- b. INTERPRET--Carefully analyze the hit response message to understand the message key (MKE) and/or record label and the Miscellaneous Field (MIS). By this analysis, determine the following:
- (1) What is the type of hit?
 - (2) Is there any reason for caution?
 - (3) Are weapons involved?
 - (4) What are the primary identifiers?
 - (5) Are there any conditions that may relate to the status of the hit?
 - (6) Has the record been located (flagged) previously?

The final task in this Action Step is to obtain the inquiring officer's location if you do not already have it.

- c. ALERT the inquiring officer (when his/her location is known), utilizing the procedure that your department prescribes for initially advising the officer of a hit. (Some departments use a special tone signal, while others use a variety of special code signals. Every department should have a definite procedure to alert the officer.) ONLY AFTER the officer advises to "go-ahead," should you proceed to the next step.
- d. DISSEMINATE the "Hit" response data to the requesting officer. The information should be disseminated in a uniform prioritized fashion, striving for brevity through summarization. To facilitate this method of conveyance, communications personnel shall broadcast the following information sequentially as the steps indicate.

NOTE: If a step does not apply, proceed to the next step.

- (1) Inquiry: Repeat the identifiers given in the inquiry.
Purpose: Editing, the officer compares this data with the information he submitted to confirm its accuracy.
- (2) What: Indicate the type of "Hit" response received.
Purpose: To inform the officer of the type of Computerized Hot File (CHF) "Hit" response his inquiry has yielded.
- (3) Caution: Report all caution indicators in the "Hit" response.
Purpose: To warn the officer that the situation is not routine and caution about the norm should be exercised.
- (4) Offense: Indicate the literal translation of the offense contained in the "Hit" response. If there are multiple "Hit" responses, indicate the most serious offense only.
Purpose: To inform the officer of the offense for which the person/felony vehicle is wanted.

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III.C.1.d. DISSEMINATE (Continued)

- (5) Weapons: Indicate all weapons identified in the "Hit" response. If there are multiple weapons identified, indicate all of them.

Purpose: To inform the officer of the number and types of weapons that could be encountered in this situation.

- (6) Primary Identifiers: Indicate the primary identifiers in the "Hit" response which have not been mentioned previously and which are visible to the officer.

NOTE: Omit repetition of identifiers that are identical to those of the inquiry, as they have been stated previously in the first step. In addition, do not read numerical identifiers, such as FBI, SOC, BCI, FPC, VIN, etc. at this stage of the dissemination process, as such identifiers are not immediately visible to the officer.

Purpose: To inform the officer of the primary identifiers in the "Hit" response for comparison with immediately visible identifiers of the person or property. This step is imperative to facilitate the officer's establishment of reasonable grounds to effect detention or recovery.

- (7) Additional Information: Indicate that notable information is on file, by using the phrase: "Additional information available." Such information may include numerical identifiers such as SOC, VIN, etc., associates, substantial descriptive identifiers, extradition or geographic limitations, and the originating authority's agency name.

NOTE: Information that does not meet the criteria for initial dissemination and rarely assists the officer in establishing reasonable grounds to effect detention or recovery includes clothing descriptions, warrant numbers, case numbers, resident or destination locations, bond or bail amounts, and narrative descriptions of the offense.

Purpose: To inform the officer that additional information exists which might be used to assist in the confirmation or which may influence the validity of the hit response.

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III.C.1.d. DISSEMINATE (Continued)

- (8) Go Ahead: Indicate the end of the "Initial Hit Dissemination" by the words, "Go Ahead."

EXAMPLE DISSEMINATION: "Crestwood, 4-21, Go Ahead"

"4-21, Crestwood

Step a PIP371,
Step b Stolen,
Step f Black 86 Mercedes two door,
 License Year ninety-one,
Step g Additional Information Available,
Step h Go Ahead"

- e. CONFIRM or verify the status of the CHF record by contacting the originating agency via directed message. To confirm the hit means to verify that the theft report is still active and the vehicle or part inquired upon is identical to the one described in the record. Be sure to obtain information concerning return of the stolen vehicle to its rightful owner.

An agency that receives a hit on a record containing the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field must advise the originating agency of the hit regardless of whether the location of the vehicle or part is known.

- f. LOCATE--After a valid hit has been confirmed with the originating authority, send a LOCATE message for each confirmed, matching CHF record. This indicates that law enforcement action has been taken by the recovering agency. See page VEH-25.

- g. SERVICE--Service is the procedure for assembling, adding notes to, and filing the hard-copy printouts of the hit and all related directed messages. Here is what must be done to each piece of hard copy:

- (1) Add notes telling how, when, and to whom the information was given.
- (2) Sign and date the notes.
- (3) File in your agency's Hit File. (File all pieces of hard copy related to a single hit as a group, i.e., clip or staple all sheets together.) The Hit File should contain all LEADS/NCIC hits received by your terminal and should be maintained near the terminal.

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III.C. HITS AND POSITIVE RESPONSES (Continued)

2. Hit is a Vehicle, Part, Person, or Plate? -- Inquiries using vehicle identifiers can result in hits on any of three basic kinds of records:

- Vehicle or Vehicle Part
- License Plate
- Person (believed to be using a particular vehicle)

There are many varieties of these basic kinds of records, and the differences are often very subtle. It is extremely important that you know exactly what kind of record you are dealing with so that proper action may be taken. Here is how to quickly determine the kind of record you have received.

- a. From LEADS: Examine the first character in the LDS/ field found in the middle of the first line.

LDS/V = Vehicle/Parts File record indicating that the vehicle (or designated part) was stolen or involved in a felony. Could also be an impounded or towed vehicle.

LDS/L = License Plate File record indicating that only the plate(s) was reported lost or stolen, not the entire vehicle.

LDS/W(M) = Persons File record indicating that the vehicle (1) was involved in an accident, (2) is suspected of being operated by the subject of the record, or (3) is believed to have been stolen by the subject of the record.

- b. From NCIC: The third line of the message gives a clear indication of the file from which the record came. This indicator is presented as an explanation of the message key (MKE) which created the record.

Example: 1L01 NCIC RESPONSE
IL0849600
MKE/STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS

3. LEADS and NCIC RECORD "LABELS" - The last item in the second line of all LEADS positive responses is a "label" which identifies the kind of record hit by your inquiry. NCIC's equivalent to the LEADS message label is found in the third line of a positive response, which translates the message key (MKE) used to enter the record in NCIC. On the following page are all of the LEADS message labels and the corresponding NCIC MKE translations that appear in positive responses from the Vehicle File.

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III.C.3. LEADS and NCIC RECORD "LABELS" (Continued)

LEADS - NCIC VEHICLE FILE RECORD LABEL COMPARISON TABLE

MKE THAT CAUSES LABEL	LEADS RECORD LABELS	NCIC MKE TRANSLATIONS
LEV	STOLEN	STOLEN VEHICLE
LEP	STOLEN VEHICLE PART	STOLEN PART
LEF	FELONIOUS	FELONY VEHICLE
LEV1T	TOWED OR IMPOUNDED VEH	(N/A)
LMV	LOCATED	(3)
LMP		(3)
LMF		(3)
LMV		(3)
(1) (2)		
LEV-A	STLN ARM-DANG	STOLEN VEHICLE - OCCUPANT(S) ARMED
LEV-P	STLN HOLD PRNT	STOLEN VEHICLE - HOLD FOR LATENTS
LEV-F	STLN ARM-DANG PRNT	STOLEN VEHICLE - OCCUPANT(S) ARMED/ HOLD FOR LATENTS
LEV-S	STLN SUICIDAL TEND	STOLEN VEHICLE
LEV-Y	STLN ARM-DANG SUICIDAL	STOLEN VEHICLE - OCCUPANT(S) ARMED
LEP-P	STLN VEH-PART HOLD PRNT	STOLEN VEHICLE PART - HOLD FOR LATENTS
LEF-A	FEL ARM-DANG	FELONY VEHICLE - OCCUPANT(S) ARMED
LEF-P	FEL HOLD PRNT	FELONY VEHICLE - HOLD FOR LATENTS
LEF-F	FEL ARM-DANG PRNT	FELONY VEHICLE - OCCUPANT(S) ARMED/ HOLD FOR LATENTS
LEF-S	FEL SUICIDAL TEND	FELONY VEHICLE
LEF-Y	FEL ARM-DANG SUICIDAL	FELONY VEHICLE - OCCUPANT(S) ARMED

- (1) A record inquired on that was entered with one of the caution indicators A (ARM-DANG), Y (ARM-DANG SUICIDAL), or S (SUICIDAL TENDENCY) will, after it has been Located, return this information as part of the record label. Example: LOC ARM-DANG cdc.
- (2) The Locate message keys LLV, LLP, and LLF do not appear in this chart because they are used to Locate records in NCIC only, not LEADS.
- (3) Located NCIC records will show 'LOCATED' in MKE translation and are marked by a new line containing Locate information.

NOTE: The hyphen in "ARMED-DANGEROUS" means AND/OR.

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VEHICLES (6)

III.C. HITS & POSITIVE RESPONSE INTERPRETATION (Continued)

4. Typical LEADS Hit Messages

Example 1: LEADS STOLEN VEHICLE

M) M/DET FAULK
O) CHF 071691 1326

1) ZXYZ LDS/V9161200 STOLEN
2) DOT/100491 VCO/BLK VYR/78 VMA/DODG VMO/OMI VST/4D
3) VIN/ZL44A8D188774
4) LIM/11 LIY/91 LIS/IL LIT/PC LIC/HU1418
5) MIS/R-FRONT DAMAGE, OTX/217-782-7345
6)
7) SFA/11536 SST/S NATCHEZ SFC/SPRINGFIELD
8) OCA/91-4769
9) ORA/PD LEADS STAFF IL
10) ENT/KQC OPR/DW TME/1520 DTE/100491 NIC/V916989737
11) CONFIRM WITH ORA

12) NATBC INTEREST CASE NO.290090063

Line M Repeats data used in the M/ Field of the inquiry.

Line O 'CHF' identifies this message as having been created by the LEADS Computerized Hot Files. The date (071691) and time (1326) indicate when the record was found.

Line 1 The first item combines a character from the message key used in the inquiry (Z) with the CDC (XYZ) of the inquiring terminal followed by the LEADS Record Index Number and the LEADS Record Label 'STOLEN'. See LEADS Record Labels on page VEH-18.

Line 2 Date of Theft and vehicle description fields - Color, Year, Make, Model, and Style. Note that in some records, optional data such as VCO may be missing.

Line 3 VIN or serial number of the stolen vehicle. This line will not appear if the record was entered with license data only.

Line 4 License plate data. In some records, LIC may be missing because the plate became invalid for display (expired). When no registration data is in the record, this line will not appear in the response.

Lines 5 and 6 Miscellaneous data.

Line 7 Stolen from address, city, and state data.

NOTE: A towed/impounded hit contains additional fields; see page VEH-21.

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III.C.4. TYPICAL LEADS HITS (Continued)

- Line 8 Case number of the entering agency. May be missing since this field is optional for entry.
- Line 9 Agency that holds the theft report.
- Line 10 Who entered the record and when. The presence of an NIC number indicates the record is also in NCIC. The NIC Field will not appear if the record has not been entered in NCIC.
- Line 11 Reminder to confirm with the ORA that the record is still active before taking action.
- Line 12 The National Automobile Theft Bureau, Chicago has an active case on this vehicle. This line will not be present on all records.

Example 2: LEADS STOLEN PART

- M) M/FOR RECORDS
0) CHF 031791 0957
- 1) ZXYZ LDS/V9068028 STOLEN VEHICLE PART
2) DOT/110190 VYR/78 VMA/DODG VMO/ASP VST/VP
3) VIN/ZL44A8D1887
4)
5) MIS/VIN PLATE ENGINE ENTERED NIC/V123456789
6)
7) SFA/531 SST/S DOUGLAS SFC/SPRINGFIELD
8) OCA/90-P16
9) ORA/PD LEADS STAFF IL
10) ENT/KQC OPR/DW TME/0917 DTE/110190 NIC/V924951184
11) CONFIRM WITH ORA

Lines M through 11 correspond to those in the previous example except that license plate data (Line 4) is not found in a parts record.

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VEHICLES (6)

III.C.4. TYPICAL LEADS HITS (Continued)

Example 3: LEADS TOWED/IMPOUNDED

M) M/4-44
O) CHF 123190 1755

1) ZKAT LDS/V9098183 TOWED OR IMPOUNDED VEH
2) ***DO NOT DETAIN OR TAKE ENFORCEMENT ACTION***
3) ***BASED SOLELY ON THIS RESPONSE ***
4) DOT/122990 VCO/GRN VYR/78 VMA/OLDS VST/CP
5) VIN/3N37R8X181008
6) LIM/07 LIY/91 LIS/IL LIT/PC LIC/RB4533
7) TOWED TO/4546 ARCHER, CHICAGO REASON/WRECKED
8) REQ BY/AGENCY TOWED BY/ROCKYS HOLD/N AUTH ID/3940
9) TFA/I55 TST/SB AT PULASKI TFC/CHICAGO
10) OCA/T04900485
11) ORA/ISP CRESTWOOD IL
12) ENT/TPB OPR/AV TME/0306 DTE/122990
13) CONFIRM WITH ORA

Lines M through 1 Correspond to those in the previous example.

Lines 2 through 3 Provide a caveat to ensure that the towed/impounded hit response is not misinterpreted as a stolen or felony vehicle.

Line 4 Provides the date of tow and vehicle description fields.

Line 5 VIN or serial number of the towed/impounded vehicle.

Line 6 Registration data.

Line 7 Location the vehicle was towed to, and the reason the vehicle was towed.

Line 8 Indicates who requested the tow; agency, driver, etc, what company towed the vehicle, if the vehicle has an investigatory hold or not, and the ID or star number of the officer handling the incident.

Line 9 Towed from address, street, and city.

Lines 10 through 13 Correspond to the equivalent in previous examples.

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III.C. HITS & POSITIVE RESPONSE INTERPRETATION (Continued)

5. Typical NCIC Hit Messages -- The following examples are the same cases shown for LEADS in Examples 1 and 2. NOTE: NCIC converts the letter O to zero.

Example 4: NCIC STOLEN VEHICLE

M) M/DET FAULK
0) 1L01 NCIC RESPONSE
1) IL08496Q1
2) MKE/STOLEN VEHICLE
3) ORI/IL0849600 LIC/ HU1418 LIS/IL LIY/90 LIT/PC
4) VIN/ ZL44A8D188774 VYR/78 VMA/DODG VMO/OMI VST/4D VCO/BLK
5) DOT/100491 OCA/ V9161200
6) MIS/R-FRONT DAMAGE, OTX/217-782-7345
7) ILNATBC00 INTEREST
8) NIC/V916989737
9) ORI IS IL DEPT OF LAW ENFORCEMENT SPRINGFIELD IL
10) IMMED CONFIRM RECORD WITH ORI

Line M Repeats exactly what was in the M/ Field of the inquiry. Line M will not appear if the M/ Field was not used.

Line 0 Tells you the record is in the NCIC files.
- '1L01' -- The L in the second position always means this is the last or final record from NCIC. The '01' tells you there was only one NCIC record. If there had been three NCIC records hit, the response messages would be tagged 1001, 1002, and 1L03 respectively.

Line 1 ORI of the terminal that ran the inquiry.

Line 2 Translation of the Enter (or Locate) message key which created this record.

Line 3 'ORI/IL0849600' is the ORI of the agency holding the theft report.
- The remaining fields describe the license plate. Some or all of these fields may be missing in other responses.

Line 4 Vehicle identifiers.

Line 5 Date of Theft (DOT) and the OCA which always appear in an NCIC record. Note that the OCA field for a record from an Illinois agency always contains the record number (LDS) of the corresponding record in LEADS. Compare with Example 1, Lines 1 and 7.

Line 6 Optional miscellaneous information.

Line 7 ORI of the National Automobile Theft Bureau office (Chicago) having interest in and holding an active file on this vehicle. Some NCIC records will not contain this line.

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III.C.5. TYPICAL NCIC HITS--Example 4 (Continued)

- Line 8 The NCIC index number for this record.
- Line 9 Translation of the entering agency's ORI as found in Line 3.
- Line 10 Reminder to confirm that the record is in fact still active. This reminder will not appear if you have hit your own agency's record.

Example 5: NCIC STOLEN PART

M) M/FOR RECORDS
0) 1L01 NCIC RESPONSE
1) IL08496Q1
2) MKE/STOLEN VEHICLE PART
3) ORI/IL0849600 SER/ ZL44A8D1887 BRA/DODG CAT/VP
4) DOT/110189 OCA/ V8968028
5) MIS/VIN PLATE ENGINE ENTERED NIC/V123456789
6) NIC/V924951184
7) ORI IS IL DEPT OF LAW ENFORCEMENT SPRINGFIELD IL
8) IMMED CONFIRM RECORD WITH ORI

- Line M Repeats exactly what was in the M/ Field of the inquiry. Line M will not appear if the M/ Field was not used.
- Line 0 Tells you the record is in NCIC. See Example 3.
- Line 1 ORI of the terminal that ran the inquiry.
- Line 2 Translation of the Enter (or Locate) message key which created this record.
- Line 3 'ORI/IL0849600' is the ORI of the agency holding the theft report.
- The SER Field contains the vehicle identification number of the vehicle, the BRA Field shows the vehicle model, and the CAT Field corresponds to what was entered in the Vehicle Style Field of the LEADS record.
- Line 4 Date of theft followed by the OCA which will always appear in an NCIC record. The OCA field in an NCIC record from an Illinois agency always contains the record number (LDS) of the corresponding record in LEADS. Compare with Example 2, Lines 1 and 8.
- Line 5 Miscellaneous information.
- Line 6 NCIC's index number for this record.
- Line 7 Translation of the entering agency's ORI as found in Line 3.
- Line 8 Reminder to confirm that the record is still active.

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VEHICLES (6)

III. RESPONSE INTERPRETATION (Continued)

D. ***POSSIBLE HITS FROM "Z5" INQUIRY -- When an inquiry on an Illinois plate is run with a message key that ends with a '5' (LZV5 or Z5), the following processing steps are performed by the computer.

Step 1. 10-29, LEADS Only -- Any hit on the plate number will produce exactly the same kind of response as shown in example 1.

Step 2. 10-28 -- The computer sends the plate number (LIC) to SOS for a routine 10-28. If no registration record is found, the processing of your inquiry is finished at this point. However, if an MVR record is found, you will receive a routine 10-28 response; and the computer will continue processing.

Step 3. 10-29 on VIN* -- If the MVR record produced in step 2 contained a VIN, an LZV inquiry is generated to search both LEADS and NCIC Vehicles and Persons Files by VIN.

Step 4. 10-27 on DLN* -- If the MVR record produced in step 2 included a DLN, a routine 10-27 inquiry is sent to SOS. If no driver record is found, processing of the original Z5 inquiry is completed at this point. However, if a Driver License Record is found, you will receive a routine 10-27 response; and the computer will continue with step 5.

Step 5. 10-29 Based on Vehicle Registration DLN* -- Using the name, sex, and date of birth from the Driver License Record produced in step 4, a 10-29 is generated to both LEADS and NCIC.

*CAUTION: Any hits produced by steps 3 and 5 must be handled with extra caution because the VIN in the MVR record could be in error and because the DLN in the MVR record may not correspond to the person who is driving the vehicle. In addition, the 10-27 response from step 4 may not be for the person driving at the time of the inquiry. Any 10-29 hit messages produced in steps 3 and 5 will contain an extra line which reads as follows:

POSSIBLE HIT - VERIFY DRIVER AND VEHICLE

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DRIVER RECORDS/PHOTO ID (8)

VIII. ILLINOIS SOS SOUNDEX INQUIRY (Continued)

C. EXPANDED VERSION

To receive an expanded version of a record, you may inquire using the same message key 'LZX2' along with the page number (PNO) and line number (LNO) of the record in the first response. If the line contains a driver's license number, you will receive a DLN response or if the line contains a license plate number, you will receive an MVR response.

(After knowing a DLN, you may choose to do an LZW2 inquiry and obtain the complete driver's record or you may prefer to do an LZV2 inquiry and get a complete 10-28 response.)

Example: 'LZX2.PNO/00347251.LNO/11.' would produce the following response:

SOS 020983 1515

DL SOUNDEX RESPONSE
PNO/00347251 LNO/11

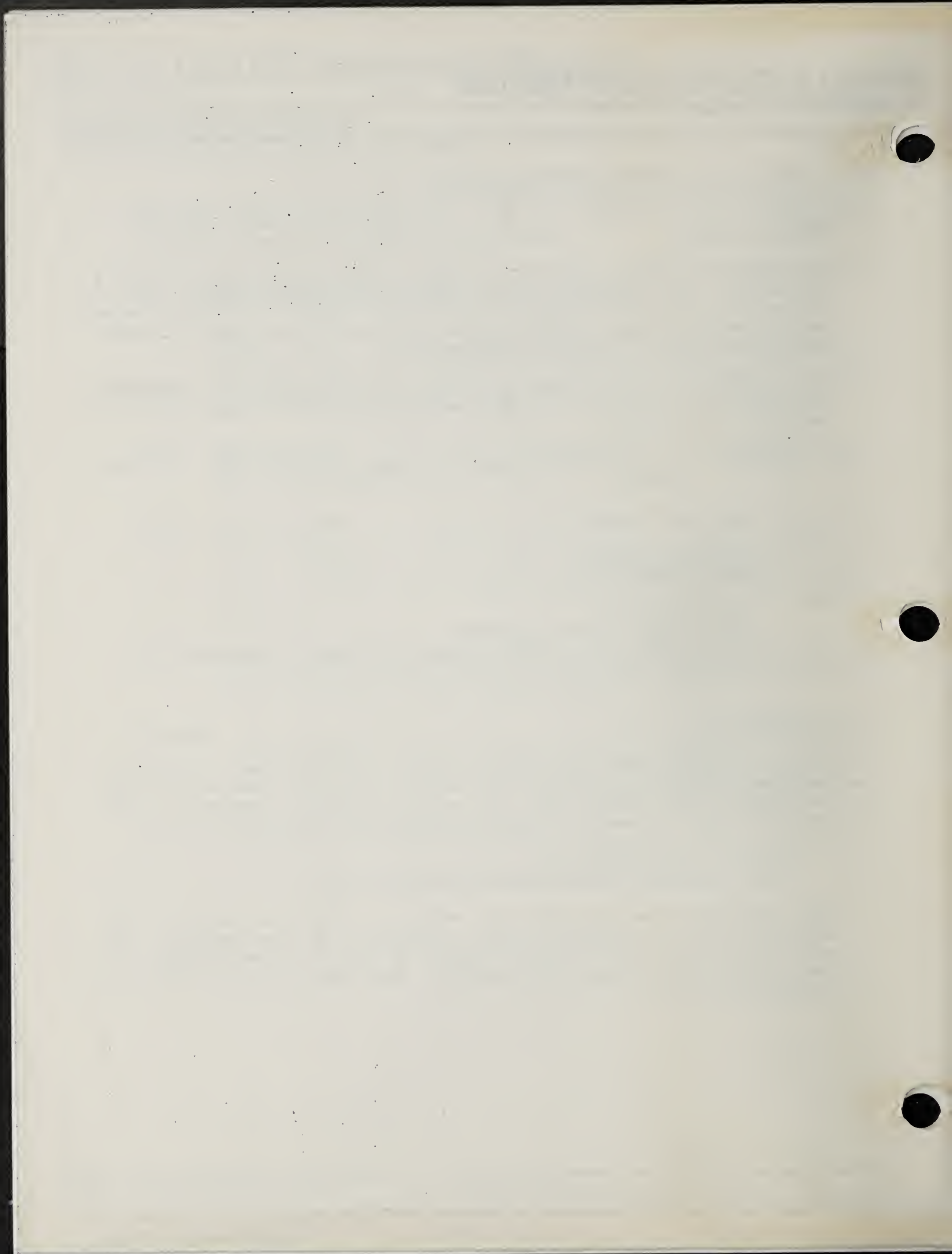
FAULKNER WILLIAM
7829 S DREXEL CHICAGO 606190000
OLN/4259-2018-154F OLC/** OLT/ORIG EXP/053087 ISS/060481

D. NO RECORD

When you receive a page response from a name inquiry, you may find that the individual for which you are searching is not on the page. You may then wish to inquire by page number (PNO). You can go forward by increasing the page number by one or you can go backward by decreasing the page number by one.

Example: LZX2.PNO/00347252.
(Page number in response example is PNO/00347251.)

When searching for an individual, you should go forward one page at a time until you find the individual or until the names are no longer similar to the one you are seeking and the soundex code at the top of the page changes. If the soundex code changes, the individual for which you are looking is probably not on file.



DRIVERS
(1027)

DRIVERS
(1027)

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MVR/TITLES (7)

Chapter 7

MOTOR VEHICLE REGISTRATION (MVR)/VEHICLE TITLES

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MVR/TITLES (7)

I. INTRODUCTION

The term "10-28" is used throughout the LEADS Reference Manual to refer to motor vehicle registration inquiries and responses.

A. WHAT THIS CHAPTER COVERS -- This chapter covers motor vehicle registration- and title-related services available to LEADS users, including:

In- and out-of-state 10-28 inquiries and responses

Illinois Department of Conservation (DOC) Snowmobile Registration inquiries and responses.

SOS Title System inquiries and responses

Title Application/Automatic CHF Inquiry notices and responses

Off-line services

This material will enable you to inquire into and interpret information obtained from the Illinois Secretary of State's Motor Vehicle Registration Files and the Illinois DOC Snowmobile Registration File, access the SOS Title Files, respond properly to a possible hit notification message, and request off-line manual and computerized searches for vehicle registration and title information even though you may have only partial data or identifiers.

B. WHAT THIS CHAPTER DOES NOT COVER -- Stolen vehicle files and procedures, 10-27 inquiries and responses, and vehicles for which registration and/or titling are not required.

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II. ILLINOIS 10-28

A. DESCRIPTION -- An Illinois 10-28 inquiry is a request for registration information on a motor vehicle registered in the State of Illinois. When such an inquiry is transmitted to LEADS, a search of the LEADS Computerized Hot Files is automatically performed to determine whether the vehicle or license plate in question has been reported stolen. Next, the inquiry is forwarded to the Illinois Secretary of State's computer, and a search of the Motor Vehicle Registration (MVR) Files takes place. Thus, for each Illinois 10-28 inquiry you make correctly, you will receive at least two responses: the first response will be a LEADS message containing the results of the automatic "hot check", or 10-29 (see Chapter 6, Section III, pages VEH-9 thru VEH-20); the second response will be a message from the Secretary of State's computer via the LEADS interface, yielding vehicle registration data from the MVR Files.

B. THE MVR FILES -- The Motor Vehicle Registration (MVR) Files are automated computer files maintained by the Illinois Secretary of State. These files contain records of registration information on every motor vehicle for which registration is required by Illinois law (Illinois Vehicle Code Section 3.402). In March of 1980, the MVR Files comprised more than 8 million records.

1. Types of Vehicles Included in the MVR Files

Records for the following types of vehicles may be found in the MVR Files:

- automobiles
- buses
- campers, truck-mounted
- fire engines (optional registration)
- mopeds
- motorcycles
- pole-trailers
- recreational vehicles
- semi-trailers
- trailers
- truck tractors
- vans

2. Types of Vehicles Included in the DOC Registration File

- boats (See Chapter 21B in Volume II for registration information.)
- snowmobiles (See Section III of this chapter for registration information.)

II.B. THE MVR FILES (Continued)

| 3. Types of Vehicles Not Included in the MVR Files

- aircraft
- farm implement (including garden tractors)
- federally-owned vehicles
- fire engines (optional registration)
- golf carts
- manufacturer or dealer-owned vehicles held for sale
- special mobile equipment (road construction equipment)
- vehicles owned by non-residents

| 4. Access to MVR Data -- The MVR Files were designed to permit access by various methods to the records they contain. Access methods include both on- and off-line procedures.

a. On-line -- Presently, Motor Vehicle Registration data may be obtained on-line by means of an Illinois 10-28 inquiry identifying the vehicle in question by either VIN (Vehicle Identification Number) or LIC (License Plate Number). The Secretary of State plans soon to broaden the range of identifiers permissible with an Illinois 10-28 to include owner's name, owner's DLN (Driver's License Number) and vehicle Title Number.

b. Off-line -- Motor Vehicle Registration data may also be accessed by means of two off-line methods described in this chapter. These methods are:

(1) Motor Vehicle Tracer (see page 1028-84.)

(2) Off-line Search (see page 1028-86.)

| 5. MVR Data Available -- A record contained in the Illinois Secretary of State's MVR Files consists of the following vehicle registration information:

- registration status
- license plate information including number (LIC), expiration month (LIM) and year (LIY), and plate type (LIT)
- owner of the registered vehicle, both name and address
- registered owner's DLN (if it appears on registration application)
- registered vehicle's description including vehicle identification number (VIN), vehicle year (VYR), make (VMA) and style (VST)

The information listed above is formatted into a standard SOS MVR Response which is represented and interpreted on pages 1028-12 thru 1028-14.

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II. ILLINOIS 10-28 (Continued)

C. HOW TO MAKE AN ILLINOIS 10-28 INQUIRY -- To make an Illinois 10-28 inquiry, you must combine a message key with one or more required identifiers. When your inquiry enters LEADS, it is this combination of message key and identifiers that directs the LEADS computer to forward your message to the Illinois SOS computer, and enables the SOS computer to determine which file to search. You may receive other responses in addition to the SOS MVR message depending on your choice of message keys and identifiers described below. (See the Table of Illinois 10-28 inquiries, pages 1028-8 and 9.)

1. Message Keys -- LZV2 is the free-form message key for a 10-28 inquiry. If you are using the FINQ or FQ screen formats, the key is Z2. You may substitute a '5' for the '2' in either message key.

The asterisk (*) is a special one-character, free-form message key. It has the same meaning as the message keys Z2 and LZV2, and may be used only with license plate identifiers. In addition, the asterisk replaces the first Field Code (LIC/) of your inquiry.

Any of the message keys *, Z2, LZV2, Z5 and LZV5 may be used for an Illinois 10-28 inquiry, but each must be accompanied by the proper identifiers in order that the inquiry be forwarded to SOS and a search of the MVR Files be performed. The accuracy of the results yielded by such a search is determined by the quality of the data entered in the inquiry.

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II.C. HOW TO MAKE AN ILLINOIS 10-28 INQUIRY (Continued)

2. Minimum Required Identifiers for an Illinois 10-28 Inquiry -- As a minimum, either one of the following identifiers may be used to search the Illinois Secretary of State's MVR Files:

- a. LIC (License Plate Number) -- This identifier may be used with any of the suffixed message keys (Z2, LZV2, Z5, LZV5) or with the asterisk message key (*) to produce a current Illinois vehicle registration record. NOTE: The Plate Number (LIC)/License Type (LIT) Coding Instructions on pages 1028-10 and -11 contains information that will assist you with Illinois 10-28 inquiries by LIC.
- b. VIN (Vehicle Identification Number) -- Since this number is generally assumed to be unique to its vehicle, it alone is sufficient data to produce a current Illinois vehicle registration record. NOTE: VIN is not a valid identifier if you are using the '5' suffix (LZV5 or Z5) or the asterisk (*) message keys.

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II.C. HOW TO MAKE AN ILLINOIS 10-28 INQUIRY (Continued)

3. Additional Identifiers -- The following "additional" identifiers are not always required to search the Illinois Secretary of State's MVR Files, but including one or more of them in your 10-28 inquiry can increase the accuracy of the responses you receive in addition to the SOS response; namely those resulting from LEADS and NCIC "hot checks".

a. LIS (Licensing State) -- This identifier may be added to an Illinois 10-28 inquiry. The addition of LIS/IL does not change the outcome of the SOS MVR Files search because LIS = IL is assumed when not specified.

b. LIY (License Plate Year of Expiration) -- This identifier may be added to inquiries by LIC or VIN.

(1) LIY of Current or Preceding Year

The computerized MVR Files contain records of only the current and immediately preceding year's motor vehicle registrations. An on-line Illinois 10-28 inquiry will produce a record of the current year's registration unless the preceding year is entered in the LIY Field.

(2) LIY of Earlier Year

If you enter a year other than the current or preceding year into the LIY Field of your 10-28 inquiry, you will receive a "special" response described on page 1028-15, Example b. To obtain vehicle registration information of an earlier year, you must request a manual look-up or an off-line search (see Section IV, pages 1028-84 thru 1028-87).

(3) VIN with Last Year's LIY

To retrieve last year's registration information from the MVR Files, add last year's LIY to your inquiry by VIN (Z2 or LZV2 message keys only).

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II.C.3. Additional Identifiers For Illinois 10-28 (Continued)

- c. LIT (License Plate Type) -- Although the Illinois Secretary of State's computer does not read the LIT Field of a 10-28 inquiry, in certain cases the LEADS computer has been programmed to modify the appearance of the LIC Field before forwarding the message to the SOS computer. This modification, which is based on what is keyed into the LIT Field, directs the SOS computer to the particular file it must search. In these cases, LIT is a required identifier. Refer to Coding Instructions on pages 1028-10 and 11 to determine those cases for which LIT is required.
4. Inquiries Table -- A detailed analysis of Illinois 10-28 inquiry message keys, identifiers, sample free-form inquiries and the files searched is provided by the ILLINOIS 10-28 INQUIRIES TABLE on the following pages.
5. Using the Plate Number/License Type Coding Instructions -- The table on pages 1028-10 and -11 only applies to plates issued by the Illinois Secretary of State's Office. The instructions are presented in eight columns labeled A through H. To run a 10-28, first find the type of plate in Column A. (Noting the information on the plate itself and the type of vehicle it is being used on are generally all that is needed to find the correct Column A entry.) Next, move across to Column B and note the sample plate number for the type selected in Column A. With the exception of passenger car numbers, you should notice some similiarity between the Column B sample and the number you want to inquire on. Columns C, D and E give instructions for changing or modifying the number (LIC) that actually appears on the plate. These three columns must be used one at a time in sequence from left to right (i.e., first do C, then D, then E).

For each letter in Column C (if any) you must eliminate exactly one matching letter from the actual plate number. If there are letters in Column D, add these in front of the number. If there are letters in Column E, add these at the end of the number. The resulting, modified number is what must be keyed into the LIC Field of your inquiry. Column G shows the properly modified sample plate number from Column B.

If a code appears in Column F, your inquiry must include that code in the LIT Field. If no code appears in Column F, the LIT Field is not required.

Always check Column H for additional instructions.

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ILLINOIS 10-28 INQUIRIES TABLE

A.	B. MESSAGE KEY		C.	D.	E.
LINE	FORMAT	FREE-FORM	MINIMUM IDENTIFIERS**	ADDITIONAL IDENTIFIERS	SAMPLE FREE-FORM INQUIRY
1	Z2	LZV2. or *	LIC	(LEADS assumes LIS = IL)	LZV2.LIC/AB123. or *AB123.
1a	Z2	LZV2. or *	LIC	LIS - IL	LZV2.LIC/AB123.LIS/IL. or *AB123.LIS/IL.
1b	Z2	LZV2. or *	LIC	LIS = UK	LZV2.LIC/AB123.LIS/UK. or *AB123.LIS/UK.
1c	Z2	LZV2. or *	LIC	LIY - year other than current or last year	LZV2.LIC/AB123.LIY/75. or *AB123.LIY/75.
2	Z2	LZV2.	VIN		LZV2.VIN/7891.
2a	Z2	LZV2.	VIN	LIY = last year	LZV2.VIN/7891.LIY/__.
3	Z5	LZV5.	LIC	(LEADS assumes LIS = IL)	LZV5.LIC/AB123.
3a	Z5	LZV5.	LIC	LIS = IL	LZV5.LIC/AB123.LIS/IL.
3b	Z5	LZV5.	LIC	LIS - UK or foreign state	(Invalid.)
4	Z5	LZV5.	VIN		(Invalid.)
5	Z2	LZV2.	LIC, LIT	(LEADS assumes LIS = IL)	LZV2.LIC/IL0027R.LIT/SN.
6	Z2	LZV2.	VIN, LIT	(LEADS assumes LIS = IL)	LZV2.VIN/XYZ123456789.LIT/SN.
7	None	LZV2.	VMN		LZV2.VMN/12345.LIT/SN.

* Special free-form message key is one asterisk.

** For those cases in which LIT is required, see Column F of the table of Plate Number (LIC)/License Type (LIT) Coding Instructions on pages 1028-10 and 1028-11.

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ILLINOIS 10-28 INQUIRIES TABLE (Continued)

F. FILES SEARCHED							G.	H.
SNOWMOBILE REG FILE	ILLINOIS SOS MVR (10-28)	LEADS CHF (10-29)	NCIC PERSONS, LIC & VEH	SOS DRIVER'S FILE 10-27	LEADS PERSONS by NAM,SEX,DOB	NCIC PERSONS by NAM,SEX,DOB	COMMENTS	LINE NO.
	X	X					Can hit only LIS = IL in LEADS CHF.	1
	X	X					Can hit only LIS = IL in LEADS CHF.	1a
	X	X	X				Can hit any LIS in LEADS, and NCIC CHF.	1b
		X					You will receive no SOS MVR record unless LIY is current or last year.***	1c
	X	X	X				If VIN alone doesn't produce record, add LIY = last year (see Line No. 2a).	2
	X	X	X				This should yield record if VIN alone was not successful.	2a
	X	X	X	X	X	X	Can hit only LIS = IL in LEADS, and NCIC CHF.	3
	X	X	X	X	X	X	Can hit only LIS = IL in LEADS, and NCIC CHF.	3a
							With '5' suffix, LIS must be IL or left blank.	3b
							VIN not permitted with '5' suffix.	4
X		X	X				NCIC File not checked if LIS = IL or no LIS used.	5
X		X	X					6
X							LEADS and NCIC File not searched. No VMN Field.	7

*** Exception: You may use next year's LIY when inquiring on a two-year plate.

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PLATE NUMBER (LIC)/LICENSE TYPE (LIT) CODING INSTRUCTIONS FOR ILLINOIS 10-28 INQUIRIES

A	B	C		D		E		F	G	H
		LIC	FIELD	ADD	PREFIX	ADD	SUFFIX			
LICENSE/REGISTRATION TYPE	SAMPLE PLATE NO.**	DROP	CHANGES					LIT	SAMPLE FREE-FORM 10-28 INQUIRY	COMMENTS
All Terrain	IL9261C							AT	*IL9261C.LIT/AT.	LEADS prefixes LIC with HAM; forwards to SOS.
Amateur Radio	W9LES							AR	*W9LES.LIT/AR.	
Ambulance	728903							AM	*728903.LIT/AM.	
Antique/Classic	1001AV							AQ	*1001AV.LIT/AQ.	*** Five year plate.
Apportioned	P1234							AP	*P1234.LIT/AP.	Same type used for truck, trailer or tow truck.
Armed Forces Reserve	R123							ZZ	*R123.LIT/ZZ.	
Bus, Charitable	8806CV							BU	*8806CV.LIT/BU.	***
Bus, Municipal	4637BM							BU	*4637BM.LIT/BU.	***
Bus, School	5211SB							BU	*5211SB.LIT/BU.	***
Ceremonial	21CR							ZZ	*21CR.LIT/ZZ.	***
Charity Vehicle	6428CV							ZZ	*6428CV.LIT/ZZ.	***
City/County-Owned, Municipal	M4512							CI	*M4512.LIT/CI.	*****
Commuter Van	100CM							ZZ	*100CM.LIT/ZZ.	
Congressional Medal of Honor Conservation	BLGCMH							MH	*BLGCMH.LIT/MH.	LEADS inserts - before CMH; forwards to SOS.
Consular Corps	376CN							ZZ	*376CN.LIT/ZZ.	If small T appears before CN; drop T.
Dealer, Motorcycle	14HC							CC	*14HC.LIT/CC.	***
Dealer, Pass. Car and Truck	DL3							MD	*DL3.LIT/MD.	LEADS inserts M after DL of LIC; sends to SOS.
Dealer, Trailer	DL6612							DL	*DL6612.LIT/DL.	
Disabled Veteran	DL202							DT	*DL202.LIT/DT.	LEADS inserts T after DL in LIC; sends to SOS.
Electric	V9236							DV	*V9236.LIT/DV.	
Electric over 45 mph	61EL							ZZ	*61EL.LIT/ZZ.	***
Exempt Vehicle	A52EL							ZZ	*A52EL.LIT/ZZ.	***
Ex-Prisoner of War	1001EV							EX	*1001EV.LIT/EX.	***
Farm Vehicle	X23							ZZ	*X23.LIT/ZZ.	
Fertilizer Spreader	2516VJ							FM	*2516VJ.LIT/FM.	
Funeral Home	31FS							ZZ	*31FS.LIT/ZZ.	
Handicapped, Municipal	1001FH							ZZ	*1001FH.LIT/ZZ.	
Handicapped Person	M11							HM	*M11.LIT/HM.*****	LEADS prefixes LIC with W-; sends to SOS.
Handicapped, State-Owned	8076							DX	*8076.LIT/DX.	LEADS prefixes LIC with W; sends to SOS.
Hearing Impaired	U1							HS	*U1.LIT/HS.*****	LEADS prefixes LIC with W-; sends to SOS.
In-transit	H11							ZZ	*H11.LIT/ZZ.	
Judge, Illinois Supreme Court	IT9217	IT		DTR			SC	IT	*DTR9217.LIT/IT.	***
Law Enforce., City-County	2							JJ	*2SC.LIT/JJ.	*****
Law Enforce., Conservation	M1126							LF	*M1126.LIT/LF.	***** Use hyphen in inquiry.
Law Enforce., Commerce Comm.	F3-16							LF	*DOCF3-16.LIT/LF.	***** Use hyphen in inquiry.
Law Enforce., SOS Investigator	C-22							LF	*C-22.LIT/LF.	***** Use hyphen in inquiry.
Law Enforce., State Police	J3-23	J		SJS				LF	*SJS3-23.LIT/LF.	***** Use hyphen in inquiry.
Legislative, State Rep.	2-12			DPS			RP	LS	*DPS2-12.LIT/LF.	***** Use hyphen in inquiry.
Legislative, State Senator	1							LS	*1RP.LIT/LS.	***
Legislative, U.S. Rep.	50						SN	LS	*50SN.LIT/LS.	***
Legislative, U.S. Senator	10						CG	LE	*10CG.LIT/LE.	***
Livery (Rental Vehicle)	1						US	LE	*1US.LIT/LE.	***
Manufacturer	1001LY							RV	*1001LY.LIT/RV.	
Motorbike (Under 150 CC & including Mopeds)	MFR18							MF	*MFR18.LIT/MF.	LEADS changes prefix to HMCY; sends to SOS.
	H8612							MB	*H8612.LIT/MB.	

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PLATE NUMBER (LIC)/LICENSE TYPE (LIT) CODING INSTRUCTIONS FOR ILLINOIS 10-28 INQUIRIES (Continued)

A LICENSE/REGISTRATION TYPE	B SAMPLE PLATE NO.**	C LIC FIELD CHANGES		F LIT REQ'D	G SAMPLE FREE-FORM 10-28 INQUIRY	H COMMENTS
		D DROP	E ADD PREFIX SUFFIX			
Motorcycle	298014			MC	*298014.LIT/MC.	LEADS prefixes with MCY; sends to SOS.
Motorcycle, Municipal	M227			MC	*M227.LIT/MC.*****	LEADS prefixes with MCY; sends to SOS.
Motorcycle, State-Owned	U227			MC	*U227.LIT/MC.*****	LEADS prefixes with MCY; sends to SOS.
National Guard	N34			NG	*N34.LIT/NG.	
Passenger Car (See Personal)	246324			ZZ	*246324.	
Permanently Mounted	459PM			ZZ	*459PM.LIT/ZZ.	
Permanently Mounted, Farm	1348FM			ZZ	*1348FM.LIT/ZZ.	***
Personalized	MYNAME				*MYNAME.LIT/--.	May be passenger car, truck or motorcycle; use appropriate LIT.
Pro-rate Truck or Tractor	1001PR			PR	*1001PR.LIT/PR.	
Purple Heart	A24			ZZ	*A24.LIT/ZZ.	
Reciprocal or Reciprocity	(Company name or file number only.)				**** See below.)	
Recreational Trailer	32104RT			TL	*32104RT.LIT/TL.	
Recreational Vehicle	12664RV			ZZ	*12664RV.LIT/ZZ.	
Rental Vehicle	1001LY			RV	*1001LY.LIT/RV.	
Repossessor	541		RE	RP	*541RE.LIT/RP.	
Representative, Retired	FJS46		RP	LS	*FJS46RP.LIT/LS.	Owner's initials followed by district number.
Reserve	R321			ZZ	*R321.LIT/ZZ.	***
School Vehicle, Driver's Ed.	1001DE			SV	*1001DE.LIT/SV.	
Semi-trailer	1617ST			TL	*1617ST.LIT/TL.	
Senator, Retired	BSN21		SN	LS	*BSN21SN.LIT/LS.	
Snowmobile	IL9254C			SN	*IL9254C.LIT/SN.	LEADS forwards to DOC Registration File.
State Official	3		GVT	ST	*GVT3.LIT/ST.	*****
State-Owned	U1863			ST	*U1863.LIT/ST.	
Taxi	641TX			TX	*641TX.LIT/TX.	
Tow Truck Plate	16018TW			TK	*16018TW.LIT/TK.	
Trailer	3981TC			TL	*3981TC.LIT/TL.	
Truck	2654K			TK	*2654K.LIT/TK.	
Truck Tractor	1456TP			TR	*1456P.LIT/TR.	Drop only the small 'T' at left of suffix.
U.S. Government Issued Plate		T		US		Call Gen. Services Admin. (202) 557-1278.

* (The asterisk is a special free-form message key. See page 1028-4.)

** Sample license plate numbers include "stacked" prefixes and suffixes that appear on the plate, in top-to-bottom, left-to-right order. Exception: Those "stacked" characters that spell out an entire word (such as 'TAXI', 'EXEMPT', 'TRAILER') are not considered to be part of the license plate number, and must not be used in your inquiry.

*** Multi-year plate; include year of expiration (LIY Field) in inquiry.

**** Reciprocity card is issued to company; it is the company's responsibility to see that a copy of that card is put into each of its cabs.

***** Non-expiring.

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II. ILLINOIS 10-28 (Continued)

- D. RESPONSE INTERPRETATION -- The number, format and origin of the messages you receive in response to each Illinois 10-28 inquiry you make are determined by the message key and identifiers used in your inquiry. Remember that you will always receive at least two responses to each successful Illinois 10-28 inquiry you make. The first response, containing the results of an automatic LEADS CHF inquiry, or 10-29, is interpreted in Chapter 6 of this Manual (also see Chapters 5 and 9). The second response, from the Illinois SOS computer, will appear in one of the formats represented and interpreted on the following pages. Depending on which message key you use for your 10-28 inquiry, you may receive an additional response from the Secretary of State containing information from the SOS Driver's File. This response is interpreted in Chapter 8. What follows are examples of the Illinois SOS Motor Vehicle Registration response.

1. Standard MVR Response

```
Line 1   SOS  080981  1434

Line 2   STA/VALID

Line 3   ZXZ999 0482  ORIG PLT  PC
Line 4   TRENTON JOE E--MULTI OWNER
Line 5   1610 LAWRENCE  SPRINGFIELD  62706
Line 6   T656-4852-1234
Line 7   123N479X6312          76 CHRYSLER SEDAN
Line 8   REC UPDATED 0419---NAM CHNG/CORR
```

Explanation

Line 1 "SOS" tells you this response came from the Illinois Secretary of State's computer.
"080981 1434" are the date and time the SOS MVR File was searched.

NOTE: Between Lines 1 and 2 in the above example, up to three coded messages could appear. These are SOS15, SOS16 and SOS74. They will only appear IF certain conditions exist and should be self-explanatory.

Line 2 indicates the current status of the registration you checked. It could contain "VALID" as is shown in the example, or it could contain "EXPIRED" or "REVOKED".

Line 3 shows the license plate number (ZXZ999), the month and year of expiration (0482), and an abbreviation indicating whether the plate is the original (ORIG PLT) as in this example, or a replacement with the same number (PLT REPL/SAME NO) or with a different number (PLT REPL/DIFF NO). The final item in Line 3 (PC) is the LIT as used in the inquiry.

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II.D. RESPONSE INTERPRETATION (Continued)

Line 4 contains the registered owner's name in the format last name, first name and middle name or initial; or it could contain a firm name; or it could contain lessor and lessee names separated by a slash if it is a leased vehicle. Following the registered owner's name, an ownership status may appear. Listed below are the status indicators and their meanings:

<u>OWNERSHIP STATUS</u>	<u>MEANING</u>
FED OWNED	owned by federal government
FIRM OWNED	owned by firm
MULTI OWNED	owned by more than one person
MUNI OWNED	owned by city or county
STATE OWNED	owned by state government

If none of these is specified, the vehicle is privately owned by the one individual named.

Line 5 registered owner's address and Zip Code. NOTE: The following special Zip Codes may appear occasionally on Line 5 of the response.

60000 - Means SOS has an invalid Zip on file.

69999 - Means Zip on file is not for Illinois.

Line 6 Driver's License Number if given on the plate application form. In most cases, this should be the owner's DLN; but there is no guarantee. The number could be the owner's, someone else's, invalid, or missing altogether. The SOS does not require DLN and does not edit the number given by the applicant.

Line 7 is the vehicle description line containing the Vehicle Identification Number, vehicle year, make and style.

Line 8 may or may not appear. If it appears in the response, it tells you that the record has been updated, the month and day the update took place and why the record was updated. There are 13 possible reasons that will print out. The Table of Reasons for Updated MVR Records on the following page lists in alphabetical order the reasons and their meanings. The reasons are abbreviated as they will appear in the response.

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II.D. RESPONSE INTERPRETATION (Continued)

TABLE OF REASONS FOR UPDATED MVR RECORDS

ADDR CHNG/CORR - The individual has either changed his/her address or has corrected an error in the address on the pre-print registration form.

CORR/ID CARD ISSUED - Due to a change or error in the Vehicle Registration ID card, a corrected card has been issued.

DLN CHNG/CORR - The record was updated to either change or correct the DLN in the record.

DUP ID CARD ISSUED - The registered owner has been issued a duplicate Vehicle Registration ID card because of loss or theft of the original.

NAM CHNG/CORR - The registered owner's name has been changed on the record either because the owner changed his/her name or because a spelling error was corrected.

PLTS DESTROYED - The plates you inquired on have been destroyed and should not be in use.

PLT REPTD LOST/STLN/DSTRYD - The Secretary of State has been notified that the plate you inquired on was reported lost, stolen or destroyed and should not be in use.

PLTS TRANSFERRED - The plate number you inquired on was originally assigned to a different vehicle. Now, the number is assigned to the vehicle described in the 10-28 response.

RECLASS PLATE TYPE - The vehicle was previously licensed with a different class of plate than is presently on it.

RENWL W/CHANGES - A renewal notice with changes was processed against this plate number.

REPL PLTS-NEW NO - The plate number you inquired on is not the number originally issued to the vehicle. The original plates were either lost or stolen.

REPL PLTS-SAME NO - The plates bearing the number you inquired on were either lost or stolen, but the owner requested another set of plates with the same number. This could be an important clue if you have received a "stolen" record on this plate number. You may have the legal owner stopped with the duplicate plates, or you may have someone stopped with the stolen plates.

VEH INFO CHNG/CORR - The record has been updated due to a change or correction in one of the vehicle description fields.

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II.D. ILLINOIS 10-28 RESPONSE INTERPRETATION (Continued)

2. Special Responses -- Instead of the "standard" MVR response described on page 1028-12, there are many special messages you might receive from the Secretary of State's computer in response to an Illinois 10-28 inquiry. Each of these special responses bears the SOS computer's date and time stamp, and consists of a code followed by a concise statement explaining why the message was sent. There are many reasons why you might receive a special SOS response; you may have entered incorrect data or made a mistake in your inquiry, or no matching record is on file, or -- due to some technical problem -- the records aren't available through the high-speed interface between the LEADS and SOS computers. The codes are listed and defined in Chapter 14 (see page APPX-??). Below are two examples of special SOS responses to an Illinois 10-28 inquiry.

Example a. SOS 032480 1542

SOS9 10-28 PURGED-RESEND

Example b. SOS 061780 1430

SOS23 NO RECORD ON FILE-SEARCH KEY 33298
LIC/33298.LIY/78.

(Note that response b. includes the identifiers used in the inquiry.)

3. Leased Vehicle MVR Response -- A response for a leased vehicle is almost the same as the "standard" response shown in paragraph II.D.1. (page 1028-12). However, the Name Line (Line 4) may give the lessor's name and/or the lessee's name. If both are given, they will be separated by a slash (/). In addition, the word '--LEASED' will appear at the end of Line 7.

EXAMPLE: ALL WHEELS LEASING/J JONES

You may also receive a leased vehicle response with a name and owner-assigned unit number separated by a slash (/).

EXAMPLE: AJAX CAR LEASING/F73173

Still other leased vehicle responses contain all three -- owner name/unit number/lessee name.

EXAMPLE: U-HAUL RENTALS/D7179/R SMITH

The address in a leased vehicle response could be for either the owner or the lessee. There is no way to determine which address is given from the response itself.

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II.D. ILLINOIS 10-28 RESPONSE INTERPRETATION (Continued)

4. Apportioned Plate (IRP) MVR Response -- Apportioned plate records are contained in the Secretary of State's International Registration Plan (IRP) File and kept separate from the other records. If one of the Apportioned Plate codes is not specified in the LIT Field of your inquiry; the IRP File will not be searched. Instead, the regular MVR File will be searched, and it is likely that a passenger car registration will be returned. To get Apportioned Plate information, you must specify an LIT of TA, SA, or PA.
- a. Three Apportioned Plate Codes -- When the LIT Field in your inquiry contains one of the three Apportioned Plate (International Registration Plan or IRP) codes as given in the table below, the SOS computer searches the IRP File. The response obtained from the IRP File is not the same as the 'normal' passenger car response.

TABLE OF APPORTIONED PLATE TYPES

<u>LIT</u>	<u>TYPE OF PLATE</u>
SA	Apportioned, Semi-Trailer
TA	Apportioned, Trailer
PA	Apportioned, Power Unit/Truck

b. Sample Apportioned Plate Response

Line 1 SOS 070580 0047.

Line 2 123456 80 PA

Line 3 LESSOR/HANSON FRED

Line 4 LESSEE/INTERSTATE TRANSIT CO

Line 5 1700 W MONROE

Line 6 SPRINGFIELD IL 62706

Line 7 IH234XW234567 75 CHEV STRAIGHT TRUCK

Line 8 ISSUED/020179 FILE #/12345 UNIT/142

Line 9 IL GR WT/186500

Explanation

Line 1 'SOS' tells you the response came from the Illinois Secretary of State's computer.
 '070580 0047' are the date and time the SOS IRP File was searched.

Line 2 lists the license plate number, year of expiration, and type of plate from the table in paragraph II.D.4a above.

Line 3 gives owner's name, last name first.

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II.D.4.b. Sample Apportioned Plate Response (Continued)

Line 4 contains name of the person or company that is leasing the unit and that obtained the plate.

NOTE: Line 3 and Line 4 could be identical.

Lines 5 & 6 gives lessee's address.

Line 7 contains vehicle description including vehicle identification number (VIN) followed by vehicle year (VYR), make (VMA) and style (VST).

Line 8 'ISSUED' refers to the date the plate was purchased.
'FILE #' is an internal SOS control number. If you need more details on a particular IRP registration, it could be helpful to refer to the plate number and the File number.
'UNIT' is an optional number assigned to the unit by the owner.

Line 9 lists the maximum allowable gross weight of this unit when operating in Illinois (IL GR WT).

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III. ILLINOIS SNOWMOBILE REGISTRATION FILE

A. PURPOSE: The Illinois Snowmobile Registration File is designed to provide LEADS users with automated access to snowmobile registration information maintained by the Department of Conservation.

B. DESCRIPTION: Current snowmobile registration information, which consists of one record per snowmobile, is available on-line by means of computer inquiry. Other snowmobile registration data may be obtained by an off-line search. See pages 1028-26 and -27.

1. Kinds of Data -- This file consists of registration information on every snowmobile registered with the Illinois Department of Conservation in accordance with the Snowmobile Registration and Safety Act. (See the Illinois Revised Statutes, Chapter 95 1/2, § 506-11 and following.) The information that is available on each snowmobile is shown below.

a. Registration

- (1) Registration Number
- (2) Registration Status
- (3) Registration Issue Date
- (4) Registration Expiration Date

b. Snowmobile Description

- (1) Vehicle Make
- (2) Vehicle Model
- (3) Vehicle Identification Number
- (4) Vehicle Motor Number
- (5) Vehicle Model Year
- (6) Vehicle Color
- (7) Vehicle Use
- (8) Vehicle Horsepower
- (9) Purchase Date

c. Owner Information

- (1) Owner's Name, Sex, and DOB
- (2) Owner's Address (Street, City, County, State, Zip)

2. Where Records Originate -- The Illinois Department of Conservation enters and maintains all records in the Snowmobile Registration File. The file is maintained in the Department of Law Enforcement's LEADS computer, but DOC is responsible for the completeness, timeliness, and accuracy of the data.

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III. ILLINOIS SNOWMOBILE REGISTRATION FILE (Continued)

C. INQUIRY INTO THE SNOWMOBILE REGISTRATION FILE

An inquiry into the Snowmobile Registration File may search, depending on the inquiry identifiers used: (a) LEADS/NCIC CHF and the Snowmobile Registration File; (b) LEADS CHF and the Snowmobile Registration File; or (c) the Snowmobile Registration File alone.

1. How To Inquire Into/Search the Illinois Snowmobile Registration File

a. Identifiers for Registration Inquiries

- (1) LIC (License Number) - maximum of 9 positions; The identifier used in the LIC Field is actually the snowmobile registration number. Prior to January, 1981, state law required that the registration number appear on the cowling. This is no longer true; however, the registration number appears on decals which are displayed on both sides of the cowling. The number is also printed on the Certificate of Number*, which must be available whenever the snowmobile is in operation. The first two characters will be IL and may be followed by a space or hyphen. The next four characters will be numerical and may be followed by another space or hyphen with the remaining characters being alphabetic.

Hyphens or spaces that appear in the LIC or REG numbers should be omitted when coding the LIC Field. If only three numbers follow IL, a zero should precede them when entering a registration number.

Example: REG/IL-575-R would be entered as LIC/IL0575R.

- (2) LIS (License State) - standard 2-position alphabetic code, IL.
- (3) LIT (License Type) - will always be 2-letter code 'SN'.
- (4) VIN (Vehicle Identification Number) - maximum of 20 positions.
- (5) VMN (Vehicle Motor Number) - maximum of 15 positions.

*A Certificate of Number is a pocket-sized document issued to the owner by the Department of Conservation.

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III.C.1. How To Inquire Into/Search the Illinois Snowmobile Registration File (Continued)

- b. LIC, VIN, VMN: Multiple Identifiers -- In an inquiry message, you may include LIC, VIN, and VMN; order makes no difference. The computer treats such a message as three separate inquiries; i.e., it will search separately for records with a matching license number, vehicle identification number, and vehicle motor number. For example, your inquiry is:

LZV2.LIC/IL1972N.VIN/700.VMN/E294021432.LIT/SN.

Possible matches are:

Match on LIC LIC/IL1972N.VIN/300.VMN/8110510956.LIT/SN.

Match on VIN LIC/IL3355P.VIN/700.VMN/2225577736.LIT/SN.

Match on VMN LIC/788877R.VIN/600.VMN/E294021432.LIT/SN.

CAUTION: The LEADS and NCIC CHF records that you may receive for a matching LIC or VIN may not be snowmobile records; the identifiers may match the identifiers in other vehicle records.

2. On-Line Inquiry Message Keys

- a. Basics -- An inquiry using the free-form message key 'LZV2' with LIC, LIT, and LIS or VIN and LIT will search the Illinois Snowmobile Registration File, the LEADS Vehicle File, and the NCIC Vehicle File. An inquiry with an LIS other than 'UK' or 'IL' will not be forwarded to the Snowmobile Registration File. (With the FINQ screen format, the 'Z2' key is used.)

An inquiry using the message key 'LZV2' and VMN will bypass LEADS and NCIC and search the Snowmobile Registration File. This inquiry must be done free-form at the present time.

Use of the message key 'LZVS' ('ZS' key in the FINQ screen format) with VMN or VIN will generate a search of the Illinois Snowmobile Registration File only. This key should only be used after you have inquired using the LZV2 key and received a CON09 message telling you to resubmit your inquiry. See page 1028-25.

- b. Inquiries Table -- The Snowmobile Registration On-line Inquiries Table on the following page explains what files are searched by which message keys and identifiers and provides examples of free-form inquiries.

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SNOWMOBILE REGISTRATION ON-LINE INQUIRIES TABLE

SNOWMOBILE REGISTRATION ON-LINE INQUIRIES TABLE

LINE NO.	FORMAT	FREE-FORM	PRIMARY IDENTIFIER	SAMPLE FREE-FORM INQUIRY	FILES SEARCHED
1	Z2	LZV2 or *	LIC/LIS/LIT	LZV2.LIC/35886.LIS/MO.LIT/SN. or *35886.LIS/MO.LIT/SN.	LEADS & NCIC Vehicles Files.
2	Z2	LZV2 or *	LIC/LIS/LIT	LZV2.LIC/35886.LIS/UK.LIT/SN. or *35886.LIS/UK.LIT/SN.	LEADS & NCIC Vehicles and IL Snowmobile Reg. Files.
3	Z2	LZV2 or *	LIC/LIS/LIT	LZV2.LIC/IL5555R.LIS/IL.LIT/SN. or *IL5555R.LIS/IL.LIT/SN.	LEADS Vehicles & IL Snowmo- bile Reg. Files.
4	Z2	LZV2 or *	LIC/LIT	LZV2.LIC/IL5555R.LIT/SN. or *IL5555R.LIT/SN.	LEADS Vehicles & IL Snowmo- bile Reg. Files.
5	Z2	LZV2 or *	LIC/LIT	LZV2.LIC/35886.LIT/SN. or *35886.LIT/SN.	LEADS Vehicles (IL Snowmobile Reg. Files will reject.)
6	Z2	LZV2	VIN/LIT	LZV2.VIN/9058777.LIT/SN.	LEADS & NCIC Vehicles & IL Snowmobile Reg. Files.
7	Z2	LZV2 or *	LIC/LIT/VIN/VMN	LZV2.LIC/35886.LIT/SN.VIN/887.VMN/3555. or *35886.LIT/SN.VIN/887.VMN/3555.	LEADS & NCIC Vehicles & IL Snowmobile Reg. Files.
8	None	LZV2	VMN	LZV2.VMN/110428.	IL Snowmobile Reg. File.
9	ZS	LZVS	VMN	LZVS.VMN/300.	IL Snowmobile Reg. File. Used after an inquiry message using LZV2 has been submit- ted; enables user to retrieve multiple records from Regis- tration File.
10	ZS	LZVS	VIN	LZVS.VIN/5555.	IL Snowmobile Reg. File. Used after an inquiry message using LZV2 has been submit- ted; enables user to retrieve multiple records from Regis- tration File.

An asterisk () may be used with the LIC identifier as a free-form message key. It means the same as 'Z2' and 'LZV2' and replaces the first field code (LIC/) of your inquiry.

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III. ILLINOIS SNOWMOBILE REGISTRATION FILE (Continued)

D. RESPONSE INTERPRETATION

The response, from the Illinois Snowmobile Registration File, will be one of the following messages:

Positive Response

(See Example, page 1028-23.)

CON08 NO SNOW REC CONSERVATION

(See Example, page 1028-25.)

CON09 nnn RECS ON FILE WITH VMN/500 USE MSG KEY LZVS TO RECEIVE ALL RESPONSES

(See Example, page 1028-25. "nnn" will be replaced by the number of records with matching VMN or matching VIN, depending on which identifier was used in the inquiry.)

CON10 REJ--INVALID SNOW RECORD IDENTIFIER

(See Example, page 1028-26.)

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III.D. RESPONSE INTERPRETATION (Continued)

1. Positive Response Example From Illinois Snowmobile Registration File

The following is an example of a positive Snowmobile Registration response. Snowmobile registration information is combined in a fixed seven-line format containing 21 fields. However, some fields may not have information in them. The lines of information are explained below and a description of each field and its contents is explained on page 1028-24.

Sample Response:

M) M/C3-23

O) CON 122481 1030

1) REG: IL5555R STA: VALID ISS: 12/28/81 EXP: 09/30/83

2) VMA: ARTIC ENTERPRISES VMO: TRAI CAT

3) VIN: 9052278 VMN: 110294

4) VYR: 79 VCO: BLK/ USE: PLEASURE HP: 340 PURCHASED: 01/12/81

5) OWNER: MILLER, MARK A SEX: M DOB: 12/20/62

6) ADDR: R R 2 CNTY: SANG

7) CITY: CHATHAM STATE: IL ZIP: 62629

Explanation of Sample

Line M Data copied from the M/ Field of the inquiry if used. In this example, "C3-23" indicates the car number of the officer requesting information.

Line O Identifies the source of the response (Department of Conservation) and shows the date and time that the record was retrieved from the file.

Line 1 Shows the registration number or identifying number shown on the Certificate of Number, its status "VALID", the date it was issued, and the date it expires. (As long as a snowmobile is registered in Illinois, it retains its original Illinois registration number even when sold to a different owner.)

Line 2 Indicates the snowmobile make and model.

Line 3 Shows the vehicle identification number and vehicle motor number.

Line 4 Shows the vehicle model year, vehicle color, primary use, horsepower, and purchase date.

Line 5 Shows the owner's name, sex, and date of birth.

Line 6 Shows the owner's address and county.

Line 7 Shows the owner's city, state, and zip code.

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FIELD DESCRIPTIONS AND CODES TABLE

The following table is included here to help illustrate and explain what may be found in the seven-line format of the Snowmobile Registration File response.

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
1	REG	<u>Registration Number</u>	Certificate of Number assigned by Department of Conservation.
	STA	<u>Registration Status</u>	Will be one of the following; VALID CANCELLED NOT ISSUED
	ISS	<u>Registration Issue Date</u>	Date last registration was issued.
	EXP	<u>Registration Expiration Date</u>	Date registration expires.
2	VMA	<u>Vehicle Make/Mfr.</u>	Name of Snowmobile Make/Manufacturer.
	VMO	<u>Vehicle Model</u>	Manufacturer's Model Name/Number.
3	VIN	<u>Vehicle Identification Number</u>	Manufacturer-assigned number.
	VMN	<u>Vehicle Motor Number</u>	Manufacturer-assigned number.
4	VYR	<u>Vehicle Model Year</u>	Manufacturer-assigned model year.
	VCO	<u>Vehicle Color</u>	Derived from LEADS Standard Color Codes; see page VEH-126.
	USE	<u>USE</u>	Will be one of the following: PLEASURE OTHER DEALER MANUFACT
	HP	<u>Engine Horsepower</u>	Horsepower as reported on application by owner.
	PURCH ASED	<u>Purchase Date</u>	Standard date form: MM/DD/YY
5	OWNR	<u>Owner's Name</u>	Could also be firm's name.
	SEX	<u>Sex</u>	M or F
	DOB	<u>Date of Birth</u>	Standard date form: MM/DD/YY
6	ADDR	<u>Address</u>	Owner's street address.
	CNTY	<u>County</u>	Owner's county; standard four-position code - See Illinois County Code Table, page 1027-41. (If not an Illinois county, field not used.)
7	CITY	<u>City</u>	Owner's city.
	STATE	<u>State</u>	Owner's state; standard two-position code - See State Codes Table, pages VEH-137 or PERS-148.
	ZIP	<u>Zip</u>	

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III.D. RESPONSE INTERPRETATION (Continued)

2. Other Response Examples -- The following examples illustrate three other messages you might receive from DOC when inquiring into the Snowmobile Registration File. All three messages begin with the following standard response heading:

(a) (b) (c)
CON 123081 1030

- (a) Tells where the message is from, Department of Conservation.
(b) Date of the inquiry.
(c) Time of the inquiry.
- a. CON08-No Record on File -- When no record is found on file that matches the field identifier (REG, VIN or VMN) used in the inquiry, the inquiring terminal will receive the following response:

(1) (2) (3)
CON08 NO SNOW REC CONSERVATION REG/IL5555R

- (1) Department of Conservation's message code for "No Record on File".
(2) Message.
(3) Identifier used in inquiry.
- b. CON09-Several Records on File -- When an inquiry using a VMN (or VIN) matches more than three records on file, the inquiring terminal will receive the following response:

(1) (2) (3)
CON09 004 RECS ON FILE WITH VMN/300
(4)
USE MSG KEY LZVS TO RECEIVE ALL RESPONSES

- (1) Department of Conservation's message code for "More than three matching records on file".
(2) Actual number of matching records.
(3) Identifier used in inquiry.
(4) Instruction.

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III.D.2. Other Response Examples (Continued)

- c. CON10-Invalid Identifier -- When an inquiry is done using an identifier that is not permitted in a Snowmobile Registration inquiry, the inquiring terminal will receive the following response:

(1) (2)
CON10 REJ--INVALID SNOW RECORD IDENTIFIER

(1) Department of Conservation's message code for "Invalid Identifier".

(2) Reject message.

- d. CON24-Reject -- If the contents of the registration number did not pass the edits described on page 1028-19, the field code identifier REG will be placed in the reject message shown below and the message will be forwarded to the inquiring terminal.

(1) (2) (3)
CON24 REJ--REG FIELD ERROR

(1) Department of Conservation's message code for "Reject".

(2) REJ means "rejected".

(3) Field code for the identifier being rejected. In doing an inquiry, the registration number is placed in the LIC (License Number) Field.

E. OFF-LINE SEARCHES

If Snowmobile Registration information cannot be obtained through normal on-line inquiry due to incomplete identifiers or the record is not in the currently active file, the following off-line searches may be requested:

1. Registration History File Search -- An off-line search of the Registration History File can be accomplished by supplying the Department of Conservation with one or more snowmobile description fields such as the following:

VMN
Registration Number
VIN
Owner Name

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III.E. OFF-LINE SEARCHES (Continued)

2. Partial Data or Identifier Search -- A search of the Registration History File or the Current Active File can be accomplished by supplying the Department of Conservation with partial data or incomplete identifiers such as any one of the following data fields:

VMN
Registration Number
VIN
City

Example: a partially obliterated Registration Number with only the last four characters visible, such as "555P".

3. Requesting an Off-Line Search -- Requests should be submitted in writing on agency letterhead indicating the type of search you need, supplying as many identifiers as possible, and indicating which files, the Registration History File and/or the Current Active File, should be searched.

The request should be sent to:

Department of Conservation
Snowmobile Registration Section
2nd Floor Lincoln Towers Building
524 South Second
Springfield, IL 62706

4. Normal Turnaround -- Every effort will be made to complete the search as quickly as possible; however, the normal turnaround time will be approximately one to two weeks.
5. What You Get -- The end product of an off-line search is a computer listing of all records with data fields that match the identifiers which you provided. Lists are mailed to the requestor for analysis.

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IV. THE SOS TITLE SYSTEM

A. TITLE INQUIRY INFORMATION -- Title information on every vehicle titled by the Illinois Secretary of State is available on-line to LEADS users via SOS computer inquiry. (For Illinois law regarding certificates of title for motor vehicles, see the Illinois Revised Statutes, Chapter 95 1/2, §3-100 and following.)

1. Data Available -- The file, which is maintained by the Office of the Secretary of State, holds owner/vehicle data on all vehicles titled in the State of Illinois, and contains one record per vehicle. The format consists of the following fields which are illustrated and explained on pages 1028-35 thru 1028-38. However, a typical record will not contain data in all fields.

a. Vehicle Description/Information

First Stage Vehicle - Vehicle Identification Number
VIN Status
Vehicle Make/Manufacturer
Vehicle Year
Vehicle Model
Vehicle Style
Vehicle Color
Odometer Reading
Purchase Date
License Number/Expiration Date
New/Used Purchase

Second Stage Vehicle - Vehicle Identification Number
Vehicle Year
Vehicle Make/Manufacturer

b. Title Information

Title Status
Title Issue Date
Title Number
Title Type
Surrendered Title Information (Number, Type, Date, State)
Prior Title Information

c. Owner Information

First Owner's Name, Driver's License Number and Status, Address
Second Owner's Name, Driver's License Number and Status
First Lienholder's Name and Address
Second Lienholder's Name and Address

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IV.A. TITLE INQUIRY INFORMATION (Continued)

2. How To Inquire Into/Search the Illinois SOS Title File

- a. Identifiers for Title Inquiries -- One or all three of the following identifiers may be used to search the Title File:

Required First Identifier

VIN (Vehicle Identification Number) - maximum of 20 positions

Optional Identifiers

VMA (Vehicle Make/Manufacturer) - maximum of 4 positions

VYR (Vehicle Model Year) - maximum of 2 positions

Examples

LZT2.VIN/TKL188F530693.

LZT2.VIN/TKL188F530693.VMA/GMC.VYR/78.

If all three identifiers are used in the inquiry, only a record that matches those same identifiers will be returned as a hit. If only a VIN is used, there is a possibility of receiving a duplicate record message.

b. Message Keys

- (1) Basic Inquiry -- The free-form message key 'LZT2' plus a VIN or a VIN, VMA, and VYR will enable you to inquire into the Illinois SOS Title File and the Motor Vehicle Registration File as well as the LEADS and NCIC Stolen Vehicles Files. With this key, a maximum of 12 lines of information will be returned from the Title File. With the FINQ screen format, the 'T2' key is used.
- (2) Expanded Inquiry -- The free-form message key 'LZTS' plus a VIN or a VIN, VMA, and VYR will enable you to inquire into the Illinois SOS Title File, the Motor Vehicle Registration File, and the LEADS and NCIC Stolen Vehicle Files. This key could produce as many as 28 lines of information from the Title File. With the FINQ screen format, the 'TS' key is used.
- (3) Inquiries Table -- The Vehicle Title On-Line Inquiries Table on the next page explains what files are searched by the message keys and identifiers and provides examples of free-form inquiries.

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VEHICLE TITLE ON-LINE INQUIRIES TABLE

VEHICLE TITLE ON-LINE INQUIRIES TABLE

LINE NO.	FORMAT	FREE-FORM	PRIMARY IDENTIFIER	SAMPLE FREE-FORM INQUIRY	FILES SEARCHED
1	T2	LZT2.	VIN	LZT2.VIN/TKL188F530693.	LEADS & NCIC Vehicles Files. Illinois SOS Motor Vehicles File. Illinois SOS Vehicle Title File (up to 12 lines of information may be retrieved).
2	T2	LZT2.	VIN/VMA/VYR	LZT2.VIN/TKL188F530693.VMA/GMC.VYR/78.	
3	TS	LZTS.	VIN	LZTS.VIN/TKL188F530693.	LEADS & NCIC Vehicles Files. Illinois SOS Motor Vehicles File. Illinois SOS Vehicle Title File (up to 28 lines of information may be retrieved).
4	TS	LZTS.	VIN/VMA/VYR	LZTS.VIN/TKL188F530693.VMA/GMC.VYR/78.	

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IV.A. TITLE INQUIRY INFORMATION (Continued)

3. Response Interpretation

An inquiry using message key LZT2 or LZTS with a VIN or a VIN, VMA, and VYR causes a search of the LEADS Vehicle File, the NCIC Vehicle File, the Illinois SOS Motor Vehicle Registration File, and the Illinois SOS Title File and will produce a response from each of these files. The response, from the Illinois SOS Title File, will be one of the following messages:

Positive Response

(See Example, page 1028-32.)

SOS23 NO RECORD ON FILE - SEARCH KEY TKL188F530693
VIN/TKL188F530693./VYR/78.VMA/GMC.

(See Example, page 1028-39.)

SOS24 INSUFFICIENT/INVALID INFO - CHECK INPUT

(See Example, page 1028-39.)

SOS62 YOUR INQ HAS YIELDED THE FOLLOWING DUP RECORDS

(See Example, page 1028-40.)

SOS64 INVALID VIN SUBMITTED

(See Example, page 1028-40.)

SOS69 TITLE FILE NOT AVAILABLE - RESUBMIT LATER

(See Example, page 1028-41.)

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IV.A.3. Response Interpretation (Continued)

a. Positive Response Example From Illinois Secretary of State Title File

The following is an example of a positive Vehicle Title response. A maximum of 28 lines of data may appear in one record response using the LZTS key. In an actual response, all fields would not contain data. Also, data in another response may not appear on the same line as shown here since lines will not be left blank indicating omitted data. The lines of information are explained on pages 1028-33 and -34 and a description of each field and its contents is explained on pages 1028-35 thru -38.

Sample Response:

M) M/F2-22
O) SOS 120381 1100

1) STA/VALID ORIG TITLE ISS/102181

2) TTL/C0898869 PURCHASED USED
3) VIN/2G66N241703 NOT EDITED
4) 78 FORD LTD 4T GRN/GRN
5) ODM/069990 PUR/091081
6) LIC/KT5536 1281
7) 2ND STAGE VIN/77475DX 79 WINN
8) OWN/BROWN DONALD E
9) DLN/B16028563028 DLN NOT VERIFIED
10) OWN/BROWN BARBARA L
11) DLN/B61572048894 STATUS UNAVAILABLE
12) 2072 S FOURTH PEORIA IL 61605
13) 1ST LIEN/CAT CREDIT UNION
14) POB 1715 PEORIA 61656
15) 2ND LIEN/1ST NATIONAL BANK
16) 5TH & WASHINGTON PEORIA IL 61605
17) SURR TTL/C0387915 ORIG TITLE 012781 IL
18) PRIOR TITLE INFO:
19) C0240608 ORIG TITLE 101580 IL
20) B0262000 ORIG TITLE 082880 IL
21) T1575139 ORIG TITLE 051878 IL

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IV.A.3.a. Positive Response Example (Continued)

Explanation of Sample:

- Line M Data copied from the M/ Field of the inquiry if used. In this example, "F2-22" indicates the car number of the officer requesting information.
- Line 0 Identifies the source of the response (Secretary of State) and shows the date and time that the record was retrieved from the file.
- Line 1 Shows the status of the title, "VALID", the type, "ORIG TITLE" (original title), and the date it was issued.
- Line 2 Shows the Vehicle Title Number followed by information indicating that the vehicle was purchased used when the present title was issued.
- Line 3 Shows the first stage vehicle identification number followed by its status "NOT EDITED".
- Line 4 Shows the vehicle model year, make, model, style, and color.
- Line 5 Shows the odometer reading at the time the vehicle was purchased followed by the date the vehicle was purchased.
- Line 6 Shows the license number assigned to the vehicle and the expiration date of the license plates that were assigned to the vehicle at the time the title was issued. This information is never updated when a vehicle's registration is renewed.
- Line 7 Shows the second stage VIN, vehicle year, and make if applicable. Will be left blank if no data.
- Line 8 Shows the first owner's name.
- Line 9 Shows the first owner's driver's license number followed by its status.
- Line 10 Shows the second owner's name.
- Line 11 Shows the second owner's driver's license number followed by its status.
- Line 12 Shows the first owner's address, city, state, and zip code.

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IV.A.3.a. Positive Response Example (Continued)

| Line 13 Shows the first lienholder's name.* In a situation where there is no lienholder and the owner wishes for the title to be sent to an address other than his/her own, this line will show a name and address preceded by "Mail To" or "In Care Of".

Line 14 Shows the first lienholder's address, city, state, and zip code.

| Line 15 Shows the second lienholder's name.*

Line 16 Shows the second lienholder's address, city, state, and zip code.

Line 17 Shows the surrendered title number, type of title, date, and state from which title was surrendered.

Line 18 Shows heading "PRIOR TITLE INFO" with information associated with this vehicle to follow on the next three lines.

Lines 19, 20 and 21 Show title number, type of title, date issued, and issuing state indicating the vehicle had three previous titles in addition to the one most recently surrendered. There could be as many as 28 lines of response with the last 10 lines containing prior title information.

| *NOTE: If no lienholder name appears in either location (Lines 13 or 15), SOS has no information regarding lienholders. There is no need to send a directed message to SOS. If lienholder data is present, it will appear in the response.

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FIELD DESCRIPTIONS AND CODES TABLE

The following table is included here to help illustrate and explain what may be found in the format of a Vehicle Title File response.

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
1	STA	Title <u>Status</u> and Type	Status will be 'VALID' or 'REVOKED'. Type will be one of the following messages: ORIG TITLE (Original Title) CORR TITLE (Corrected Title) DUPL TITLE (Duplicate Title) DUP/CORR TITLE (Duplicate Cor- rected Title) SALV CERT (Salvage Certificate) JUNK CERT (Junking Certificate) MOBL DISP (Mobile Home Display Title) DISP ONLY (Mobile Home Display Only) CORR MOBL/DISP (Corrected Mobile Home Display Title) DUP MOBL/DISP (Duplicate Mobile Home Display Title) DUP/CORR MOBL/DISP (Duplicate Corrected Mobile Home Display Title) CORR SALV CERT (Corrected Salvage Certificate) DUP SALV CERT (Duplicate Salvage Certificate) DUP/CORR SALV CERT (Duplicate Corrected Salvage Certificate) CORR JUNK CERT (Corrected Junking Certificate) DUP JUNK CERT (Duplicate Junking Certificate) DUP/CORR JUNK CERT (Duplicate Corrected Junking Certificate) OUT OF STATE (Out of State Title - Ill Registration. This occurs when an out-of-state lending institution refuses to relinquish the title on a vehi- cle now registered in Illinois.) TITLE SURR-FRGN/ST (Ill Title Returned - Vehicle Titled In Another State)
	ISS	Title Issue Date	Date the title was issued.

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FIELD DESCRIPTIONS AND CODES TABLE (Continued)

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
2	TTL	Vehicle <u>T</u> itle Number	A unique number printed on the Certificate of Title issued by SOS to the current owner. Will indicate whether the vehicle was "PURCHASED NEW" or "PURCHASED USED" when the present title was issued.
3	VIN	Vehicle <u>I</u> dentification <u>N</u> umber	Will be only VIN in a single vehicle record. For a vehicle that is assembled by two manufacturers, this is the first stage VIN. For example, one manufacturer's motor home may be assembled on another's chassis. The chassis is the first stage vehicle and the motor home the second stage vehicle.
	NONE	VIN Status	VIN status will be one of the following messages: PASSED VIN EDIT (VIN was edited and passed as valid.) NOT EDITED (VIN has not been edited and may be incorrect.) FAILED VIN EDIT (VIN did not pass edit, probably incorrect.) ADMINISTRATIVE CORR (VIN is correct, but some data regarding vehicle style or engine has been changed.) VIN CONTAINS ENG NO (Motorcycle VIN was edited and determined to contain engine number rather than VIN.)
4	NONE	Vehicle Year, Vehicle Make, Vehicle Model, Vehicle Style, Vehicle Color	Vehicle Make could appear as a coded make or a translated make up to 13 characters. The other fields are in the standard LEADS/NCIC format.
5	ODM	<u>O</u> dometer	Contains the odometer reading at the time the vehicle was purchased.
	PUR	Purchase Date	Date vehicle was purchased.
	NONE	Lease Information	May contain lease data when applicable.
6	LIC	<u>L</u> icense Number	License number assigned to vehicle at time title was issued.
	NONE	Expiration Date	Expiration date of license plate number of plates assigned to vehicle at time title was issued. (Information is never updated when vehicle's registration is renewed.)

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FIELD DESCRIPTIONS AND CODES TABLE (Continued)

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
7	VIN	2nd Stage <u>VIN</u> , Year, and Make	Contains the second stage manufacturer's VIN, year, and make if applicable.
8	OWN	<u>Owner</u>	Contains the name of the first owner, could be individual or firm. (This is the owner of the title, not necessarily the owner of the license plates.)
9	DLN	<u>Drivers License Number</u>	Contains DLN of the first owner if owner is an individual.
	<u>NONE</u>	DL Status	DL status will be one of the following messages: STATUS UNAVAILABLE OWNER/DLN MATCH (DLN matches owner data submitted.) OWNER/DLN DO NOT MATCH (DLN does not match owner data submitted.) COMPUTED DLN (DLN not on application - DLN computed from NAME SEX DOB. This may not be the correct DLN.) DLN NOT VERIFIED (DLN given not verified because no SEX or DOB were given.)
10	OWN	<u>Owner</u>	Contains the name of a second owner, could be individual or firm. Could be lessee's name if this is a leased vehicle.
11	DLN	<u>Drivers License Number</u>	Contains DLN of the second owner if owner is individual.
	<u>NONE</u>	DL Status	DL status of second owner will be one of the messages shown in Line 9 above.
12	<u>NONE</u>		Contains street address, city, state code, and zip code of the first owner.
13	<u>NONE</u>	1st Lienholder	Contains the name of the first lienholder if applicable.
	<u>NONE</u>	"Mail To" or "% Of"	If no lienholder, contains another name and address to which title is to be sent.
14	<u>NONE</u>		Contains street address, city, state code, and zip code of the first lienholder.

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FIELD DESCRIPTIONS AND CODES TABLE (Continued)

RESPONSE LINE	FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
15	NONE	2nd Lienholder	Contains the name of the second lienholder if applicable. (Unlikely to appear in automobile record; usually applies to large trucks and specialized vehicles.)
16	NONE		Contains street address, city, state code, and zip code of the second lienholder.
17	SURR TTL	<u>Surrendered Title</u>	Contains the title number, type of title (See Line 1 of this table.), date, and state from which the title was surrendered to SOS in order to receive the current title (Shown on Line 2 of the Sample Response.).
18	NONE	Prior Title Info	Contains the heading shown with a possible 10 lines of prior title information to follow.
19 to 28	NONE	Prior Title Information	Contains prior title information (titles issued before the surrendered title) associated with this vehicle. Each line will show a title number, type of title, date issued, and issuing state.

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IV.A.3. Response Interpretation (Continued)

- b. Other Response Examples -- The following examples illustrate five other messages you might receive from SOS when inquiring into the SOS Title File. All five messages begin with the following standard response reading:

(1) (2) (3)
SOS 021182 1430

- (1) Tells where the message is from, Secretary of State.
- (2) Date the message is received by LEADS from SOS.
- (3) Time the message is received by LEADS from SOS.

- (1) SOS23-No Record on File -- When no record is found on file that matches the field identifier used in the inquiry, the inquiring terminal will receive the following response:

(a) (b) (c)
SOS23 NO RECORD ON FILE - SEARCH KEY 1G68H140480

(c)
VIN/1G68H140480.VYR/72

- (a) SOS message code for "No Record on File".
- (b) Message.
- (c) Identifiers used by SOS to search the Title File.

- (2) SOS24-Insufficient/Invalid Info -- When the data used to search the file is either not complete or invalid, the inquiring terminal will receive the following response:

(a) (b) (c)
SOS24 INSUFFICIENT/INVALID INFO--CHECK INPUT

(d)
VIN/000.

- (a) SOS message code for "Insufficient/Invalid Information".
- (b) Message.
- (c) Instruction.
- (d) Identifier used by SOS to search the Title File.

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IV.A.3.b. Other Response Examples

- (3) SOS62-Duplicate Records -- When an inquiry results in more than one record being hit, the following message will prefix the response:

(a) (b)
SOS62 YOUR INQ HAS YIELDED THE FOLLOWING DUP RECORDS

(c)
VIN/1
44 STAR TTL/V2843192
72 CHEV TTL/B1273450
69 HMDE TTL/T1073952
65 GATO TTL/B1512251
53 AIRS TTL/C0419668
74 CHEV TTL/A1194167
79 FA27* TTL/A2345677

- (a) SOS message code for "Dup Records".
- (b) Message. Up to 10 duplicate records may be returned in one message block. Also, multiple message blocks may be received.
- (c) Identifier used in inquiry followed by list of vehicles with the same VIN, including each vehicle's year, make, and title number.

You should then inquire on a particular vehicle using the three available identifiers (VIN, VMA, VYR).

- (4) SOS64-Invalid VIN -- When the VIN used in the inquiry is invalid, no search is possible, and the inquiring terminal will receive the following response:

(a) (b)
SOS64 INVALID VIN SUBMITTED

(c)
VIN/000.

- (a) SOS message code for "Invalid VIN".
- (b) Message.
- (c) Identifier used in inquiry.

*"FA27" is an example of a pseudo code. Such a code is assigned as a VMA code when SOS is unable to use a standard NCIC VMA code.

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IV.A.3.b. Other Response Examples

- (5) SOS69-Title File Not Available -- When the Title File is not available, you will receive the following response:

(a) (b) (c)
SOS69 TITLE FILE NOT AVAILABLE--RESUBMIT LATER

(d)
VIN/000.

- (a) SOS message code for "Title File Not Available".
(b) Message.
(c) Instruction.
(d) Identifier used in inquiry.

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IV. THE SOS TITLE SYSTEM

B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY

1. System Description

- a. Objective -- The Title Application/Automatic CHF Inquiry System, which is in operation 24 hours a day, was designed to (1) minimize the risk of issuing a valid title on a stolen vehicle and (2) to support compliance with the requirements of Illinois Vehicle Code (IVC) Chapter 95 1/2, 4-107f.
- b. Automatic Hot Check -- Every citizen who purchases a new motor vehicle is required by law to apply to the Secretary of State of Illinois for a Certificate of Title (IVC, Chapter 95 1/2, 3-101). When a citizen buys a used motor vehicle, the previous owner's Certificate of Title is transferred, or assigned, to the new owner. The new owner is then required by law to submit the assigned certificate along with an application for a new Certificate of Title to the Secretary of State (IVC, Chapter 95 1/2, 3-112). These applications are then prepared for computer processing. With each application it processes, the SOS computer generates an automatic hot check into the LEADS Hot Files to determine whether the vehicle has been reported stolen. If the title application is for a new vehicle, or if it originates from out-of-state, the inquiry is only generated into the NCIC Hot Files, bypassing the LEADS Hot Files.
- c. "Hit" Determination -- A "hit" occurs when the VIN, VMA and VYR data of a Hot Files record match the corresponding data from the title application.

2. "Hit" Processing by SOS

- a. Possible Hit Notification Message Sent -- When a "hit" occurs as a result of the automatic inquiry, the SOS computer places the title application on hold and automatically generates a possible hit notification message to the Illinois law enforcement agency that entered the record (the ORA). (See IV.B.7.a. and b., pages 1028-78 thru 1028-80.) If the ORA is an out-of-state agency, the possible hit notification message is sent to the Illinois State Police Command Center which oversees the investigation of the case. A copy of all notification messages is sent to terminal KQC (LEADS Quality Control) and terminal XIA (the National Auto Theft Bureau).
- b. Title Placed on Hold -- The SOS computer automatically puts a hold on the title application until the ORA of the matching LEADS or NCIC record takes the action called for in the following paragraphs. A salvage title is held for 14 days. All other types of title are held for 28 days.

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IV.B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY (Continued)

3. ORA Procedure (Except for Salvage Titles) -- Any LEADS user agency which enters stolen vehicle records into the Hot Files is subject to receiving title application possible hit notification messages. When such a message is sent to the ORA of a LEADS record, that ORA is expected to begin immediately to carry out the procedures listed below. It must be understood that the citizen who filed the application is being denied a title, based on the ORA's record in LEADS. Therefore, it is imperative that the ORA act as expeditiously as possible to determine whether the title should be issued or denied permanently.

*** The following procedures are NOT required for SALVAGE TITLE applications. (See IV.B.4 on page 1028-77.1.)

- a. Immediately Acknowledge Receipt of the possible hit notification message, by means of an administrative message directed to KQC.
 - b. Within 7 Days, Report Case Status -- The ORA must report the status of the case to KQC within 7 days of the date the possible hit notification message was received.
 - (1) Invalid Record -- If the ORA should determine that the CHF record is invalid, it must cancel the record and send a directed message to KQC authorizing release of the title. (See IV.B.8.a, page 1028-82.5.)
 - (2) Valid Record -- If the record proves to be valid, the ORA must conduct an investigation of the case, and inform KQC by directed message that an investigation is underway.
 - c. Within 21 Days, Report Investigation Results -- If an investigation is necessary, the ORA must report the results of the investigation within 21 days of the date the possible hit notification message was received.
 - (1) If the ORA determines that the title should not be issued to the applicant, the ORA must instruct KQC by directed message to have SOS cancel the title application. (See IV.B.8.b, page 1028-82.8.).
 - (2) If the ORA determines that the applicant is the legal owner of the vehicle, the ORA must instruct KQC by directed message to have SOS release the title to the applicant.
- NOTE: In either case, if the vehicle has been recovered, the ORA must cancel its CHF record.
- (3) If the ORA determines that the CHF record is invalid, it must authorize release of the title by directed message to KQC (see IV.B.8.a, page 1028-82.5) and cancel the CHF record.

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IV.B.3. ORA Procedure (Except for Salvage Titles) (Continued)

d. Within 28 Days, Request First Extension -- If the ORA does not expect their investigation to be completed within 28 days of the date the possible hit notification message was received, then as soon as it is determined that more time is needed, the ORA must do either (1) or (2) below:

- (1) Request one 28-day extension by sending a directed message to terminal KQC; or
- (2) Request one 28-day extension by letter written on departmental stationery. Address the letter to:

LEADS Quality Control Section
Title "Hit" Program
501 Armory Building
Springfield, Illinois 62706

REQUIRED INFORMATION

Whether you choose to send a directed message or a letter, the request must contain the following information:

Date original possible hit notification message
was received
Title number
VIN
LEADS record number (LDS)
Name, rank and section of officer requesting
extension
Reason for extension
Date requested extension is to end

Under normal circumstances, when provided with the above listed documentation, there should be no reason for SOS to deny the extension. However, if it is determined that the ORA is continuously requesting extensions or in some manner abusing this privilege rather than closing its cases as rapidly as possible, a denial may be forthcoming.

Before the extension expires, report the results of the investigation or request a further extension.

e. Within 56 Days, Request Second Extension -- Repeat the procedure outlined in d. above. NOTE: Even if a second 28-day extension has been granted, the total term of an investigation may not exceed 84 days from the date the original possible hit notification message was received.

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IV.B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY (Continued)

4. ORA Procedure - Salvage Title -- The possible hit notification message on a Salvage Title application is identical to any other except for the banner:

* * * S A L V A G E T I T L E * * *

The following procedures are recommended:

- a. Immediately Examine LEADS Record -- The ORA should determine from its case files that the case is still active and that the LEADS Hot Files record should still be on the computer. The LEADS record should be updated if necessary or cancelled if the case has been closed.
- b. Compare LEADS Record and Hit Notice -- The hit notification message, the matching LEADS record and the case file should be carefully compared. If the applicant or other information does not correspond, a follow-up investigation should be initiated.
- c. Exercise Option to Cancel the Title -- Based on its investigation, the ORA may cancel the Salvage Title in the same manner as the other title types can be cancelled. (See page 1028-82.8.) The ORA may also request additional time for investigation if there is probable cause to do so (see page 1028-76). Remember that a Salvage Title is only held 14 days unless an extension has been requested within that period.

Note: The majority of applicants for Salvage Titles are insurance companies who rarely have possession of the vehicles. This is the reason why SOS holds these applications only 14 days and why the reporting and follow-up procedures are not mandatory.

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IV.B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY (Continued)

5. LEADS Quality Control Staff's Role -- As the communications control point for the Title Application/Automatic CHF Inquiry System, the LEADS Quality Control Staff monitors the status of the Hot Files record in question. The LEADS Quality Control Staff's responsibilities include:
 - a. requesting status reports from the ORA;
 - b. reporting status and title disposition decisions to SOS;
 - c. insuring that the CHF records are valid or cancelled promptly;
 - d. cancelling CHF records if the ORA does not respond or take proper action. (NOTE: Quality Control will not cancel a CHF record that was hit by a Salvage Title application.)

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IV.B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY (Continued)

6. SOS's Role -- SOS is responsible for:

- a. Denying the title to anyone but the legal owner.
- b. Issuing the title promptly to the rightful owner of a vehicle. SOS will issue the title after either 14 or 28 days unless:
 - (1) ORA requests cancellation of title application as a result of investigation.
 - (2) ORA authorizes release of a Salvage Title prior to the end of the 14-day holding period.
 - (3) ORA authorizes release of title prior to 28-day deadline.
 - (4) SOS has granted the ORA one or two 28-day extensions providing for a total period for investigation not to exceed 84 days from the date the original possible hit notification message was received. NOTE: If an investigation has not been completed within 84 days, SOS will issue the title to the applicant.

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IV.B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY (Continued)

7. Sample Possible Hit Notification Messages -- The possible hit notification message you receive could appear in one of three formats. The "normal" message format is used in the case of single or multiple applicants with one or no lienholder. The "second lienholder" message format is used in the case of applicants naming two lienholders. The "mail-to" message format is used when no lienholder is named, and the applicant wants the title sent to an address other than his/her own. Examples of each of these formats follow.

a. Sample Normal Message

Line (1) 3KQC 061580 14.05.00LLC KQC XIA .

Line (2) **POSSIBLE HIT FROM SOS TITLE SYSTEM **1

Line (3) LDS/V7906957 NIC/V002728236 OCA/79-0648

Line (4) TITLE/A2208167 ORG 79 CHEV MOC 2D

Line (5) VIN/1237W2M540931 ENTERED BY CDC-ORI LLC

Line (6) LIC/486113 DLN1/H62067351012 DLN2/

Line (7) APPLICANT:

Line (8) HARRIS, PHILIP

Line (9)

Line (10) 213 MAPLE ST

Line (11) PE IL 61602

Line (12) LIENHOLDER:

Line (13) ABC FINANCE

Line (14) 1780 N MAIN ST

Line (15) PEORIA

Line (16) **SOS WILL DELAY ISSUE OF TITLE UNTIL 071580**

Line (17) **INVESTIGATE THIS TITLE ASAP USING PROCEDURE IN LEADS MANUAL**

Explanation

Line 1 indicates that this is a directed message, seemingly from KQC. All possible hit notification messages are automatically generated by the SOS computer, but they are formatted to appear as if sent by KQC. The date and time of transmission are contained in Line 1, which is completed by three destination CDC's; namely, the terminal which entered the CHF record and those of LEADS Quality Control (KQC) and NATB (XIA).

---- A message referring to a Salvage Title hit will contain an extra line immediately preceding Line 2 as follows:

* * * S A L V A G E T I T L E * * *

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IV.B.7.a. Sample Normal Hit Notification Message (Continued)

Explanation (Continued)

- Line 2 identifies the message as a possible hit notification message. The number that appears at the end of the line ('1' in this case, but any digit from 1 to 5 could appear) is the 'hit count number', and refers to the number of Hot Files records matching the title application. The hit count number is solely for the use of KQC, which monitors the record; you can ignore it.
- Line 3 contains the LDS, NIC and OCA numbers of the record that was hit. When the LDS/ Field is blank, the LEADS record number should appear in the OCA/ Field on this line.
- Line 4 gives the title number and title type followed by VYR, VMA, VMO and VST as found on the title application. (Refer to page VEH-38 for VMA, VMO, VST codes.) Following the sequential title number is a three-character code (ORG) specifying the type of title being applied for. For a list of various title types, codes and explanations, refer to the table on page 1028-81.
- Line 5 lists the VIN and the entering agency's CDC.
- Line 6 provides the vehicle's license plate number (LIC) and the applicant(s) drivers license number(s) (DLN1 and DLN2) as additional data to aid in an investigation. If this information is not available, the field identifiers (LIC/, DLN1/, and DLN2/) will appear, followed by blanks. If only one DLN appears, it is that of the applicant named in Line 8.
- Lines 7-10 contain applicant(s), name(s) and street address. If single applicant, Line 9 will be blank as shown. If more than two applicants, the phrase "ET AL." will follow the second name on Line 9. The additional names are available upon request to KQC.
- Line 11 contains the applicant(s) city, state (IL), and ZIP Code. City names represented by two-letter codes are listed on page 1028-81.
- Lines 12-15 contain the lienholder's name and address. (If no lienholder, 'NONE' will appear on Line 13, and Lines 14-15 will be blank.)
- Line 16 gives the date after which SOS will issue the title if no action is taken by the ORA.
- Line 17 See pages 1028-75 thru 77.1 for procedure.

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| IV.B.7. Sample Possible Hit Notification Messages (Continued)

b. Sample Second Lienholder and Mail-To Messages -- The sample on page 1028-78 illustrates the normal format for a possible hit notification message, listing both applicants and lienholder. Two other types of messages are possible.

- (1) Second Lienholder -- In the case when a second lienholder is named (this rarely occurs), three additional lines containing the second lienholder's name and address will follow the first. (See Example 7.b.(1) below.)
- (2) Mail-To -- In the event that no lienholder at all is named, and if the applicant wants the title to be sent to an address other than his/her own, MAIL-TO will replace LIENHOLDER in Line 12, followed by three lines containing the requested address. (See Example 7.b.(2) below.)

Example 7.b.(1) SECOND LIENHOLDER

Line (7) APPLICANT:
Line (8) HARRIS, PHILIP
Line (9) HARRIS, BETTY
Line (10) 213 MAPLE ST
Line (11) PE IL 62602
Line (12) LIENHOLDER:
Line (13) ABC FINANCE
Line (14) 1780 NO MAIN ST
Line (15) PEORIA
Line (16) TEACHER'S CREDIT UNION
Line (17) 858 BROADWAY
Line (18) PEORIA

Example 7.b.(2) MAIL-TO

Line (7) APPLICANT:
Line (8) HARRIS, PHILIP
Line (9) HARRIS, BETTY
Line (10) 213 MAPLE ST
Line (11) PE IL 62602
Line (12) MAIL-TO:
Line (13) JUNIOR'S BODY SHOP
Line (14) 1356 OLIVE ST
Line (15) ST. LOUIS, MO 63130

NOTE: The first 11 lines of these messages are the same as Lines 1-11 in the "normal" message format (page 1028-78) except that the examples above show a second applicant's name on Line 9.

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IV.B.7. Sample Possible Hit Notification Messages (Continued)

TITLE TYPES TABLE

<u>CODE</u>	<u>TYPE OF TITLE</u>	<u>EXPLANATION</u>
COR	Corrected Title	An error in the original Certificate of Title has been corrected.
DIS	Display Title	Issued to titled owner of house trailer; required to be displayed in window of trailer.
DUP	Duplicate Title	The original title was lost, stolen or destroyed.
JUN	Junking Certificate	Issued upon surrender of Certificate of Title on vehicle intended for junking, scrapping or recycling.
ORG	Original Title	
SAL	Salvage Certificate	Usually issued to an insurance company that has made payment of claim on stolen or damaged vehicle, and thus is deemed the owner of the vehicle.

Refer to the Illinois Vehicle Code, Section 3, Article I for details concerning Certificates of Title.

CITY CODE TABLE

<u>CODE</u>	<u>CITY NAME</u>
CH	Chicago
DE	Decatur
ES	East St. Louis
EV	Evanston
PE	Peoria
RO	Rockford
SP	Springfield

Note: The city codes above are not to be used for administrative messages.

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I IV.B. TITLE APPLICATION/AUTOMATIC CHF INQUIRY (Continued)

8. ORA Authorization Messages and Formats -- When your agency has concluded its investigation of a possible title hit, the Secretary of State must be authorized to either (1) release the title to the applicant or (2) cancel the application and not issue a title, depending upon the results of the investigation. This authorization must be in the form of a directed message to terminal KQC (LEADS Quality Control) and contain all of the information shown in the examples which follow. (The examples correspond to the sample possible hit notification message shown on page 1028-78.)

NOTE: Users of the LEADS Upgrade CRT terminal have the option of composing these messages in the normal ADM MSG Mode (free-form), or using a screen format. In the examples, only the underlined portions (except trailing blanks) must be keyed. The portions not underlined are provided by the indicated format.

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IV.B.8. ORA Authorization Messages and Formats (Continued)

a. ORA Authorization to Release (Issue) Title (Use format LFR.TITLER.)

Line (1) 3KQC LLC .
Line (2) MSG NR LLC80-736 061780
Line (3) ATTN: SUPERVISOR OF SOS TITLES DIVISION
Line (4) REF SOS TITLE HIT RECEIVED 061580
Line (5) YOU ARE HERewith AUTHORIZED TO RELEASE THE
Line (6) FOLLOWING TITLE TO THE APPLICANT.
Line (7) TITLE/ A2208167 VIN/ 1237W2M540931
Line (8) LDS/ V7906957
Line (9) RELEASED BY/ SGT. LARRY KING, DET SECTION
Line (10) REASON FOR RELEASE/ VEH RECOVERED BUT RECORD NOT
Line (11) REMOVED FROM LEADS.
Line (12)
Line (13) PD PEORIA IL
Line (14) 1624 ML
(bell)

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I IV.B.8. ORA Authorization Messages and Formats (Continued)

b. ORA Authorization to Cancel (NOT Issue) Title (Use format LFR.TITLEC.)

Line (1) 3KQC LLC .

Line (2) MSG NR LLC80-736 061780

Line (3) ATTN: SUPERVISOR OF SOS TITLES DIVISION

Line (4) REF SOS TITLE HIT RECEIVED 061580

Line (5) YOU ARE HEREWITH AUTHORIZED TO CANCEL THE

Line (6) FOLLOWING TITLE.

Line (7) TITLE/ A2208167 VIN/ 1237W2M540931

Line (8) LDS/ V7906957

Line (9) CANCELLED BY/ SGT. LARRY KING, DET SECTION

Line (10) REASON FOR CANCELLATION/ APPLICANT USING FICTITIOUS

Line (11) NAME.

Line (12)

Line (13) PD PEORIA IL

Line (14) 1624 ML

(bell)

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IV.B.8. ORA Authorization Messages and Formats (Continued)

Explanation:

- Line 1 3 = Message Key (provided by format)
 KQC = Destination CDC (provided by format)
 LLC = Transmitting CDC (optional)
- Line 2 MSG NR LLC80-736 = Sender's Message Number Label and Reference Number (required)
 061780 = Date Transmitted (required)
- Line 3 Address. This is the department that monitors the status of hit records for SOS. (provided by format)
- Line 4 refers to the original possible hit notification message, and must give the date that the message was transmitted (see Line 1 of the sample message on page 1028-78). (required)
- Lines 5-6 contain the instruction either to release (a) or cancel (b) the title. (provided by format)
- Line 7 contains the title number and VIN included in the original hit notification message. (required)
- Line 8 shows the LEADS Record Index Number of the possible hit record. (required)
- Line 9 gives the full name, rank and section of the officer authorizing release or cancellation of the title. (required)
- Lines 10-12 explain the reason for the release (a) or cancellation (b) of the title. Many reasons are possible, and one must be included in your authorization message. State your agency's reason concisely. (required)
- Line 13 Originating Department (required)
- Line 14 1624 = Time Transmitted (required)
 ML = Sending Operator's Initials (required)

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V. OFF-LINE SERVICES

In some cases, an on-line 10-28 inquiry is ineffective or impossible, yet vehicle registration information is needed. To handle these cases, the Secretary of State has provided the capacity of conducting off-line motor vehicle registration searches. The off-line 10-28 services that the Secretary of State offers to the law enforcement community include both manual and computerized processes. Because these processes are detailed and time-consuming, it is important for an agency to allow adequate time for the delivery of the requested information. Also, an agency may obtain an individual's driver's license and license plate numbers through SOS Soundex Inquiry with as little information as a last name. See page 1027-53 for details.

A. MOTOR VEHICLE TRACER -- MANUAL PROCESS

1. Definition -- A motor vehicle tracer is a manual search of the MVR Files (a 'manual' 10-28) for vehicle registration information. A tracer should not be requested until your agency has attempted on-line inquiries to the SOS Registration File, the Titles File, and has inquired through Soundex Inquiry, providing you have sufficient data to do so.
2. How To Initiate a Tracer -- To initiate a motor vehicle tracer, mail a request written on your agency letterhead to the following address:

Secretary of State
Vehicle Records Inquiry Section
4th Floor Centennial Building
Springfield, Illinois 62756

In an EMERGENCY situation, you may request a motor vehicle tracer by sending a directed message to terminal NSA or NSB (SOS Motor Vehicles Record Section). Include one of the following sets of identifiers in your request:

- a. LIC (License Plate Number) only
Only the current year registration will be checked; or
- b. LIC and LIY (License Plate Number and Year of Expiration)
LIY must be current year or previous year only; or
- c. VIN, VMA and VYR (Vehicle Identification Number, Vehicle Make and Year).

NOTE: Prior to initiating a tracer request, be sure that you have checked all on-line files (Registration, Title, and Soundex), if you have enough information to do so. Tracers require a major manual effort and should be used only as a last resort.

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V.A. MOTOR VEHICLE TRACER (Continued)

3. Procedure -- Once the tracer has been initiated, SOS personnel will normally follow the procedure listed below to locate the requested information:

check the on-line computer files;

check the on-line Soundex File;

check the microfilm copies of the application forms and other microfilm files;

check plate inventory and points of sale;

trace the application through manual processes until located.

4. Normal Turnaround -- Normal turnaround is 24 hours or less. If an agency is experiencing a longer wait than 24 hours, this usually indicates problems in locating the data.

5. Urgency Indicators -- Tracers of an urgent nature MUST include an indication of their urgency using the following key-words:

- a. "LIFE INVOLVED" or "CRIME IN PROGRESS"

This indicator carries the highest priority and is essentially a "drop everything" condition. It should only be used when a life is involved or a crime is in progress.

- b. "MAJOR CRIME"

This is to be used when a major crime HAS occurred and the registration data is urgently needed.

- c. "OFFICER WAITING"

This phrase should be used when an officer has made a traffic stop or is waiting for data prior to stopping a subject.

Requests for tracers without one of the above indicators will be handled on a first-in-first-out basis.

NOTE: Do not use one of the urgency indicators unless you actually have one of the situations described above. Abuse of the priority classes will result in all requests being handled on a first-in-first-out basis regardless of urgency.

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V. OFF-LINE SERVICES (Continued)

B. REGISTRATION DATA BY OWNER NAME (SOUNDEX) -- MANUAL PROCESS

While you may request an off-line search for registration data on motor vehicles by sending the subject's name, address, and other identifiers via Type 3 message to terminal NSA or NSB, you should only do so after attempting a Soundex Inquiry. For an explanation of Soundex Inquiry, which is based on a subject's name, see Chapter 8, page 1027-53. If you still have difficulty in obtaining the information you need, then contact NSA or NSB.

C. OFF-LINE SEARCH BASED ON PARTIAL IDENTIFIERS -- COMPUTERIZED PROCESS

1. Before Requesting an Off-line Search -- Be sure you have exhausted all possible means available to you at your agency. A little planning could result in locating the vehicle registration data in a few minutes or hours. If, for example, you are looking for a license plate CM11__ and don't know the last two digits, a search of the microfiche will most likely result in the information. Or a hundred inquiries spread over one or two shifts could save weeks of waiting.
2. Acceptable Partial Identifiers -- SOS has the capability of performing searches for registration information based on partial data or identifiers as follows:

- partial plate number
- plate ranges or series
- vehicle make
- vehicle body style
- vehicle year
- county or counties
- city
- zip code area(s)
- VIN or partial VIN

Submit as many identifiers as possible, as this will narrow the search to specific areas and reduce the amount of data that you must look at when you receive the computer-printed listing of all records "hit" during the search. Multiples of the same description should be submitted in the same request, e.g. "plate could have been CB___ or CD___; could have been Ford or Chevrolet, 1975 or 1976, station wagon or Ranchero or ElCamino, with camper top."

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V.C. OFF-LINE SEARCH BASED ON PARTIAL IDENTIFIERS (Continued)

3. How to Request Search -- SOS prefers that you submit your requests for off-line searches by mail, on your agency letterhead, to the following address:

Secretary of State
Vehicle Records Inquiry Section
4th Floor Centennial Building
Springfield, Illinois 62756

Requests may also be sent to terminals NSA or NSB.

4. Normal Turnaround -- Normal turnaround for off-line searches is one week or less. Under an EXTREME EMERGENCY the wait can be significantly reduced; however, abuse of this situation will cause disbelief, and searches will then be performed on a first-in-first-out basis.

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VI. OUT-OF-STATE 10-28 MESSAGES

A. OUT-OF-STATE 10-28 INQUIRY

1. Description -- An out-of-state 10-28 inquiry is a request to a state other than Illinois for motor vehicle registration information. Such a request is forwarded from your terminal by LEADS via NLETS to the specified state, and a search of that state's motor vehicle registration files is performed. In most cases, this search proceeds without manual intervention and the response is returned automatically. However, some states conduct such searches manually.

NOTE: For lists of those states that currently offer manual look-up only and those that return automated responses, consult the LEADS HELP File using the message "LHR.STATES."

2. How To Make an Out-of-State 10-28 Inquiry -- A successful out-of-state 10-28 inquiry is a combination of a message key and one or more required identifiers. Your choice of message key determines the number and location of the files to be searched by your inquiry, and the identifiers you use affect the accuracy of the response you will receive.

- a. Message Keys -- Both LEADS and NLETS have provided message keys for 10-28 inquiries. These message keys differ with respect to the number and location of the files they cause to be searched, and the identifiers they require.

- (1) The LEADS message keys are:

Z2 (when using the FQ or FINQ formats)
LZV2. (free-form)
* (free-form)

and they may be used with license plate or vehicle identifiers. After causing automatic searches of the LEADS and NCIC Computerized Hot Files, your inquiry will be forwarded via NLETS to the specified state for a search of that state's motor vehicle registration files.

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| VI.A.2.a. Message Keys (Continued)

- (2) The NLETS message key consists of the letters "IQ" followed by the two-character code of the state in which the vehicle you're inquiring upon is registered. For example, the message key "IQNM." would cause your inquiry to be transmitted directly to New Mexico. (Refer to page VEH-137 for a complete list of the state codes.) Note that the NLETS message key does not cause searches of either LEADS or NCIC Hot Files. If the LEADS Computerized Hot Files are down, or if you must inquire by state, VIN, VMA and VYR (Vehicle Identification Number, Make and Year), use the NLETS message key. This message key may also be used with license plate identifiers.

- b. Required Identifiers for an Out-of-State 10-28 -- As a minimum, one of the following sets of identifiers must be used in your out-of-state 10-28 inquiry:

- (1) LIC and LIS (License Plate Number and Licensing State)

These identifiers must be used with the LEADS message keys, and may be used with the NLETS message key, to produce a current registration record from the files of the licensing state.

You may want to add LIY and LIT (License Plate Year of Expiration and License Plate Type) to your inquiry. Although some states may not read these fields, others may require this information in order to search their registration files.

If you are using the NLETS message key, LIS is not a required identifier because the licensing state has already been specified in the message key.

- (2) VIN, VYR, VMA (Vehicle Identification Number, Year and Make)

Vehicle identifiers may be used with the 2-suffix LEADS message keys (Z2 and LZV2) or with the NLETS message key.

When using a LEADS message key, you must specify the licensing state by adding LIS to your inquiry. VYR and VMA are not mandatory for a LEADS inquiry, but include them if they are known. The LEADS inquiry by VIN and LIS will cause searches of the LEADS and NCIC Hot Files before being forwarded to the specified foreign state for a registration check.

When using the NLETS message key, all three of the vehicle identifiers (VIN, VYR and VMA) are required to produce a current registration record from the files of the state you coded into the NLETS message key. In a free-form inquiry, these identifiers must be keyed in the sequence shown above, or your inquiry will be rejected.

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| VI.A.2. How to Make an Out-of-State 10-28 Inquiry (Continued)

c. Sample Out-of-State Free-Form 10-28 Inquiries

(1) LEADS Inquiry by LIC and LIS

(a) (b) (c)
LZV2.LIC/ABK334.LIS/OH.

- (a) LEADS free-form message key.
- (b) License plate number inquired upon.
- (c) Licensing state (see page VEH-137 for state codes).

Both LEADS and NCIC Hot Files will be searched, as well as Ohio's vehicle registration file.

(2) LEADS * Inquiry by LIC and LIS

(a) (b)
*ABK334.LIS/OH.

- (a) LEADS free-form message key and license plate number inquired upon. Note that the asterisk (*) message key takes the place of a field identifier.
- (b) Licensing state.

This message performs exactly the same functions as (1) above.

(3) LEADS Inquiry by VIN and LIS

(a) (b) (c)
LZV2.VIN/3L25R31110603.LIS/NM.

- (a) LEADS free-form 2-suffix message key.
- (b) Identification number of vehicle inquired upon.
- (c) Licensing state.

After causing searches of LEADS and NCIC Hot Files, this inquiry will be forwarded via NLETS to New Mexico for a registration check. Note that the additional identifiers VYR and VMA should be included in this inquiry, if they are known.

(4) NLETS Inquiry by LIC and LIS

(a) (b)
IQMO.LIC/BBY164.

- (a) NLETS message key including state code (see page VEH-137). NLETS will forward this message to Missouri.
- (b) License plate number inquired upon.

Missouri's vehicle registration file is the only file searched by this inquiry.

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VI.A.2.c. Sample Out-of-State Free-Form 10-28 Inquiry (Continued)

(5) NLETS Inquiry by VIN, VYR and VMA

(a) (b) (c) (d)
IQNM.VIN/3L25R31110603.VYR/73.VMA/PONT.

- (a) NLETS message key including state code. NLETS will forward this message to New Mexico.
- (b) VIN of vehicle inquired upon. Note that VIN is first identifier in inquiry.
- (c) Year of vehicle inquired upon.
- (d) Make-code of vehicle inquired upon (see page VEH-128 for make-codes).

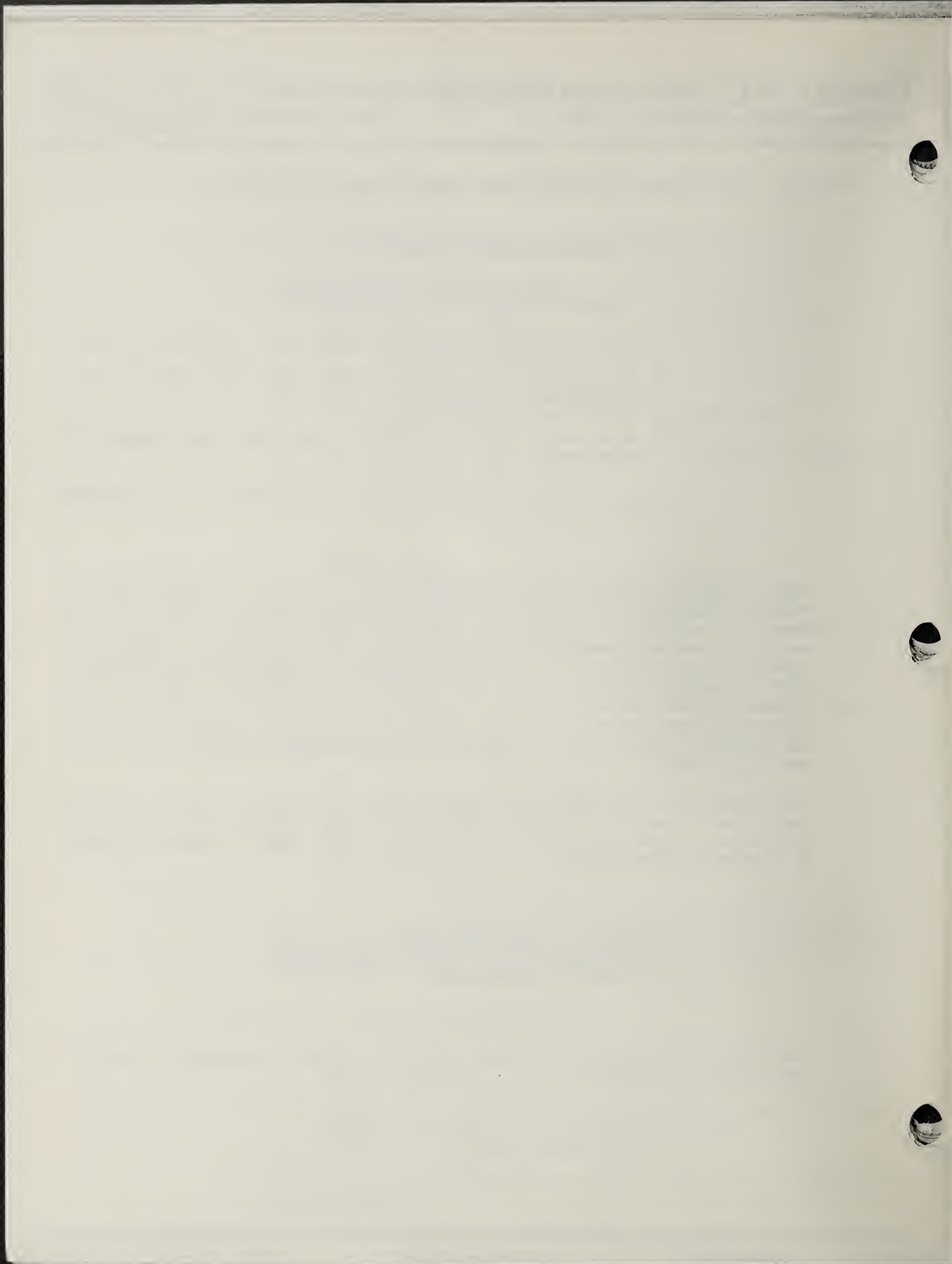
New Mexico's vehicle registration file is the only file searched by this inquiry.

B. TYPE 3 REQUEST FOR OFF-LINE REGISTRATION DATA -- There are various ways to access information from a state's motor vehicle registration files. You can inquire directly into that data base by means of an out-of-state 10-28. You can also send a directed/administrative message via NLETS to request the needed data (see Chapter 17 for how to construct an administrative message). Such a request should be sent (1) if you need information that was not included in the response to your 10-28 inquiry, (2) if you have only partial identifiers and desire an off-line search to be conducted, or (3) if you have any question regarding motor vehicle registration laws, practices, etc. in a particular state.

Two standardized ORI's have been created for use in making a Type 3 request for out-of-state motor vehicle registration data. These ORI's will route your request to the agency that maintains the motor vehicle registration data in the state you specify.

<u>ORI *</u>	<u>TO BE USED WHEN</u>
xxLIC0000	LIC or owner's name is known.
xxVIN0000	VIN is known.

*Substitute the two-character state code for xx. State codes can be found on page VEH-137 in Chapter 6.



VEHICLE REGISTRATIONS
(1028)

VEHICLE REGISTRATIONS
(1028)

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IV. "LOCATING" RECORDS

- A. WHAT IS "LOCATING"? -- Locating is the procedure for adding a notation to another agency's vehicle or vehicle part record to indicate that your agency has recovered the vehicle or part. LOCATING IS NOT A SUBSTITUTE FOR CONFIRMING THE RECORD'S STATUS with the ORA. The purpose of a Locate message is to indicate that the vehicle or part has been recovered in the event another agency hits the record prior to cancellation by the ORA.

B. WHEN IS LOCATING REQUIRED?

Once it has been established that two specific conditions have been met, it is your agency's responsibility to immediately send a Locate message. The two conditions are:

- (1) It has been confirmed that the record you hit pertains to the vehicle or part inquired on.
- (2) Your agency has actually recovered the vehicle or part. The Locate message causes information to be added to the specific record identified in that message.

If these conditions are met for more than one record (you hit more than one record pertaining to exactly the same vehicle or part), a separate Locate message must be transmitted for each individual record. (See Exception 3 below.)

C. EXCEPTIONS

1. Do not Locate a record that was entered by your own department. Instead, cancel it.
2. Do not Locate a Persons File record unless you have the subject in custody. Having only the vehicle does not justify Locating the record, but you should notify the ORA that the vehicle has been found.
3. A single Locate message for a LEADS record will be automatically sent to NCIC to locate the NCIC copy of the record.
4. Do not Locate a Vehicle File record unless you have the frame of the vehicle in custody. Having only recovered a vehicle part, e.g., engine, transmission, VIN plate, etc., does not justify Locating the record, but you should notify the ORA that the vehicle part(s) has been found.

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VEHICLES (6)

IV. "LOCATING" RECORDS (Continued)

D. HOW TO SEND A LOCATE MESSAGE

1. Record in LEADS Only or in LEADS and NCIC -- The following procedure is appropriate for any record in LEADS. The NCIC 'copy' of a record entered into both LEADS and NCIC by the same Illinois ORA will automatically be located by the message for the LEADS copy of the record. The elements of the Locate message are:

Message Key (MKE).

LEADS Record Index Number (LDS) of record to be located.

VIN or License Plate Number (LIC) or Owner-Applied Number (OAN)
from record to be located.

Your terminal's CDC.

- a. LEADS Locate Message Keys -- The message keys for records in LEADS are identical to the Modify message keys.

<u>LEADS Message Key to Locate</u>	<u>Record Type Being Located</u>
LMV.	Stolen/Towed/Impounded Vehicle
LMF.	Felony Vehicle
LMP.	Stolen Part

You may also use the format message key "LFR.FMOD." to Locate LEADS records.

- b. Sample LEADS Locate Messages -- Recovered Vehicle

For an example, let's suppose we are using terminal ABC and have recovered the vehicle represented by the records in Examples 1 and 4 on pages VEH-19 and -22. Here are two ways to Locate those records:

(1) (2) (3) (4)
LMV.LDS/V9161200.LIC/HU1418.LOC/ABC.

or

(1) (2) (3) (4)
LMV.LDS/V9161200.VIN/ZL44A8D188774.LOC/ABC.

Field (1) is the message key.

Field (2) is the LEADS Record Number from Line (1) of the hit message on VEH-19 (same as OCA field, Line (5) of the NCIC hit on VEH-22).

Field (3) is either the LIC, OAN or VIN as shown.

Field (4) is the CDC (ABC in the example) of the recovering agency's terminal. Note that the CDC is preceded by the field code of LOC/ which can be thought of as meaning "Located by."

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IV.D.1.b. Sample LEADS Locate Messages -- Recovered Vehicle (Continued)

If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been located by sending the following:

Acknowledgment Message:

(1) (2)
ABC MODIFY LDS/V9161200

Field (1) is the CDC of the terminal that sent the Locate message.

Field (2) is the record number of the record you located, even though the message says 'MODIFY.'

c. Sample LEADS Locate Message -- Recovered Part

This sample corresponds to Examples 2 and 4 which were stolen VIN plate records. The following shows how to Locate the record using the LFR.FMOD. format.

(1,2) L MP LDS/ V9168028

(3) VIN / ZL44A8D1887

DATA FIELDS:

(4) LOC/ ABC

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
 2. INSERT LDS NUMBER OF RECORD.
 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
 4. INSERT 2ND IDENTIFIER FROM RECORD.
 5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
 6. INSERT DATA TO REPLACE EXISTING DATA.

Field (1) is the Locate message key for a Vehicle Part.

Field (2) is the LEADS Record Number.

Field (3) is the second identifier. A VIN or OAN must always be used in Field (3) because no license information appears in a parts record.

Field (4) is the CDC of the recovering agency's terminal.

Ignore Steps 5 and 6 of the INSTRUCTIONS.

If you correctly format the Locate message, the computer will acknowledge that the record in LEADS (and NCIC) has been Located by sending the following:

Acknowledgment Message:

ABC MODIFY LDS/V9168028

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VEHICLES (6)

IV.D.1. Record in LEADS Only or in LEADS and NCIC (Continued)

- d. LEADS Automatic Locate Notification -- If a record that you have entered is Located by another Illinois agency, you will receive the following coded message from LEADS:

(1) CHF 012791 1520

(2) CHF24 LDS/V9102298 LOCATED -- 1520 012791 BY AYA

Line (1) Identifies this message as coming from LEADS and indicates the time and date it was received.

Line (2) Shows the coded message (CHF24), the LEADS number of the record that was LOCATED, the time and date that this occurred, and the CDC 'AYA' of terminal which Located your record.

2. Record in NCIC Only -- This procedure is followed when you have recovered a vehicle or part entered into NCIC by a non-Illinois agency. In that case, the record will not be in LEADS. DO NOT use this procedure when the NCIC record is only a copy of a record in LEADS and both were entered by the same Illinois agency.

a. NCIC Locate Message Keys

You must use free-form message keys only; there is no format message key.

<u>NCIC Message Key to Locate</u>	<u>Record Type</u>
LLV.	Stolen Vehicle
LLF.	Felony Vehicle
LLP.	Stolen Part
LLPS1. thru LLPS7.	Add-On Vehicle Part
LLVS1. or LLVS2.	Add-On Vehicle

NOTE: Add-On Vehicles and Add-On Vehicle Part records are not entered into the LEADS System. The only time you would use these keys would be when locating an out-of-state agency's record that had been entered using the Add-On message keys.

Failure to use the message key which matches the record type being located will result in the following reject message:

1L01 NCIC RESPONSE
ILORIO000 (Your ORI)
REJ MKE ERR

b. NCIC Locate Message Elements

Message Key.

NCIC Record Number (NIC).

Originator's Case Number (OCA) from the record being located.

Date of Recovery in Month, Day, Year format (MMDDYY).

Recovering Agency's Case Number (Optional).

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IV.D.2. NCIC-ONLY LOCATES (Continued)

c. Sample NCIC-Only Locate Messages

NCIC Stolen Vehicle Record Locate:

(1)	(2)	(3)	(4)	(5)
LLV.NIC/V926058376.0CA/78603.041991.VR106.				

Field (1) Message Key.

Field (2) NCIC Record Number of record to be located.

Field (3) Originator's Case Number taken from the NCIC record.

Field (4) Date of recovery (April 19, 1991); must be six digits in length. Note that there is no field code preceding the date.

Field (5) Optional case number of the recovering agency; can be from 1 to 9 positions long. Note that there is no field code preceding your case number.

Successful NCIC Locate Acknowledgment Message:

```
1L01 NCIC RESPONSE
ILORIOOOO (Your ORI)
LOCATED NIC/V926058376
```

NCIC Felony Vehicle Record Locate:

LLF.NIC/V926058403.0CA/761187.103191.

All fields correspond to those in the first example except that the optional case number of the recovering agency has been omitted.

Successful NCIC Locate Acknowledgment Message:

```
1L01 NCIC RESPONSE
ILORIOOOO (Your ORI)
LOCATED NIC/V926058403
```

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VEHICLES (6)

IV. LOCATING RECORDS (Continued)

E. NCIC AUTOMATIC LOCATE NOTIFICATION

1. What Is Locate Notification? -- Whenever any department in the entire nation successfully posts (sends) a Locate message against an NCIC vehicle record, the originating terminal of the located record is automatically sent a Locate Notification Message. The Notification Message is immediately followed by a second message which includes a portion of the located record. The Locate Notification Message and its companion, follow-up message are sometimes referred to as "dollar sign L" messages. If the record is not removed by the entering terminal, NCIC (and LEADS) will automatically remove the record 10 days after the Locate Notification message was sent. The entering terminal is NOT notified of this cancellation.
2. Sample Locate Notification Messages -- The sample messages below illustrate what would be received at the entering terminal if PD St. Louis MO located the stolen vehicle record shown in Example 4 on page VEH-22. (This corresponds to the LEADS record shown in Example 1 on page VEH-19, but a St. Louis PD terminal would not see the LEADS file version.)

1) FROM NCIC

2) \$.L.IL0849600

3) LOCATE NOTIFICATION AT 1113 EST 110491.

4) 1L01 .LV.MOSPD0000.NIC/V916989737.OCA/V8961200.110491.

5) STLV84

6) LOCATING ORI IS PD ST LOUIS MO

7) FROM NCIC

8) \$.L.IL0849600

9) MKE/LOCATED VEHICLE

10) ORI/IL0849600 LIC/ HU1418 LIS/IL LIY/90 LIT/PC VIN/ ZL44A8D188774

11) VYR/78 VMA/DODG VMO/OMI VST/4D VCO/BLK DOT/100491 OCA/ V9161200

12) 110491 MOSPD0000 STLV84

13) NIC/V916989737

Line 1: 'FROM NCIC' simply identifies the source of the message.

Line 2: '\$.L.' is a code that tells the LEADS computer what to do with the message. This code is also the reason that these messages are sometimes called "dollar sign L" messages.

-'IL0849600' is the ORI of the agency which entered the original vehicle record. It is also the agency receiving the Locate Notification Messages.

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IV.E.2. SAMPLE LOCATE NOTIFICATION MESSAGE (Continued)

- Line 3: The time (Eastern Standard Time) and date that the record was located.
- Line 4: '1L01' identifies NCIC as the source of the message. (If the record had been located by an Illinois terminal, the LEADS Record Number (V9161200 in the example) would appear in the space immediately following the 1L01.)
- 'LV' means "Located Stolen Vehicle Record".
- MOSPD0000 is the ORI of the agency that recovered the vehicle and sent the Locate message to NCIC.
- NIC and OCA are the identifiers from the original record that were used in the Locate message. Instead of NIC, you may see LIC or VIN, depending upon which identifier was used in the Locate message.
- '110491' is the date that the Locate message was processed by NCIC.
- Line 5: Recovering agency's case number as included in the Locate message. This line will not appear if the locating agency did not include a case number in its Locate message.
- Line 6: Translation of the recovering agency's ORI as found in Line 4.
- Line 7: Beginning of the second message. Same as Line 1.
- Line 8: Same as Line 2.
- Line 9: Translation of message key from located record.
- Line 10: 'IL0849600' is the ORI of the record's Originating Authority. The remaining data in Line 10 and all of Line 11 is taken from the original record.
- Line 11: See explanation of Line 10 above.
- Line 12: '110491' is the date the record was located.
- 'MOSPD0000' is the locating agency's ORI.
- 'STLV84' is the locating agency's case number which will not appear if not included in the Locate message.
- NOTE: When an NCIC record is located, the original data in the MIS Field (if any) is deleted and replaced by the same data shown above in Line 12.
- Line 13: NCIC Record Index Number of the original record.

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IV.F. WHEN YOUR RECORD IS LOCATED

1. Normal Circumstances -- When a vehicle or part is recovered and the LEADS/NCIC records have been located, the records no longer serve their intended purpose -- to aid in recovery. Therefore, when a Locate Notification message is received on one of your department's records, you should immediately cancel the record. Failure to cancel a Located record will result in the record being automatically purged after ten days of the date it was located.
2. Locate Notification Without Confirmation -- Note that, on occasion, you may receive a Locate Notification message without ever having been contacted by the locating agency regarding the status of your case. In this event, it may be wise to contact the locating agency to confirm that they have actually recovered the vehicle described in the located record.
3. Incorrect Locate -- If a record has been located by mistake, there is no way to remove the Locate. The only alternative is to void the located record and enter a new record.
4. Located Record Example -- The following are examples of LEADS and NCIC record responses after the record has been Located.

```
1) CHF 051591 1356
2) ZKUK LDS/V9133722 LOCATED AYA
3) DOT/051091 VCO/YEL VYR/75 VMA/HOND VMO/CYL VST/MC
4) VIN/CB7501234567
5) LIM/10 LIY/91 LIS/IL LIT/MC LIC/12345
6) MIS/LOCATED 1354 051591 AYA--ENGINE NO 75012
7) SFA/I55 SST/SANGAMON SPC/SPRINGFIELD
8) OCA/91-594
9) ORA/LEADS STAFF
10) ENT/KUK OPR/BL TME/1335 DTE/051591 NIC/V500282096
11) CONFIRM WITH ORA
```

```
1) 1L01 NCIC RESPONSE
2) IL08496T4
3) MKE/LOCATED VEHICLE
4) ORI/IL08496T4 LIC/ 12345 LIS/IL LIY/91 LIT/MC
5) VIN/ CB7501234567 VYR/75 VMA/HOND VMO/CYL VST/MC VCO/YEL
6) DOT/051091 OCA/ V9133722
7) 051591 IL09195L1
8) NIC/V500282096
9) ORI IS IL DEPT OF LAW ENFORCEMENT SPRINGFIELD IL
```

The first line of the LEADS response shows that LEADS record number V9133722 has been LOCATED by AYA (CDC agency). Note that in the MIS Field (Line 6), the word LOCATED, the time, date and the Locating agency's CDC have been inserted in this field, ahead of the original miscellaneous data that was in the record.

The third line of the NCIC response shows that the record has been Located. The seventh line contains the date and the ORI of the Locating agency.

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VEHICLES (6)

V. ENTERING VEHICLE RECORDS

The LEADS Regulations and Policies contained in Chapter 30 require that all law enforcement agencies with terminal access to the LEADS Hot Files will enter into LEADS all warrants and stolen property reports for which the minimum required identifiers are available. In addition to required entry of stolen vehicle and vehicle parts records, LEADS provides for the entry of felonious vehicles to assist in the solution of related crimes. Towed and impounded vehicles may be entered at the option of each individual agency. Some departments have found that LEADS serves as a convenient filing system for keeping track of the vehicles they have ordered to be towed.

A. REQUIREMENTS FOR LEADS ENTRY

1. Certain Kinds of Stolen Vehicles -- Paragraph I.C.1 at the beginning of this chapter lists the various kinds of vehicles which may be entered.
2. Theft Report -- In order to enter a vehicle or part as stolen, your department or the department for which you provide LEADS services must have a theft report in an active case file. This means, of course, that the vehicle or part has not been recovered at the time of entry.
3. Unreturned Rental or Loaner -- A loaned, rented, or leased vehicle that has not been returned may not be entered unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc. Chapter 38, Section 16-3(b) of the Illinois Revised Statutes gives the specifications which determine at what point theft of a leased or rented vehicle has occurred.
4. Minimum Identifiers -- To index (enter) a record in LEADS and NCIC, a minimum amount of data about the vehicle is required to provide a means of identifying that vehicle in the event it should be recovered. The computer will reject an attempt to enter a record without the minimum data. You may enter a record that contains only the minimum. However, the best policy is to enter as many identifiers as you have available and include pertinent notes in the Miscellaneous Field.

The minimums vary slightly from one kind of record to the next. See the VEHICLE TYPES INDEX (yellow card), page VEH-43, for TYPE OF VEHICLE and PAGE # FOR DETAILS.

5. Manufacturer Unknown -- When the manufacturer is not known and the vehicle is not homemade, the vehicle MUST NOT BE ENTERED! Even when the manufacturer's name is not listed in the VMA codes tables and you use a generic VMA code such as TRLR, TRUK, CYCL, COEQ, or FARM, the record must not be entered unless you can provide the manufacturer's name as the first item in the MIS Field.

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VEHICLES (6)

V.A. REQUIREMENTS FOR LEADS ENTRY (Continued)

6. Vehicle Parts -- The requirements for entering a vehicle part are somewhat different from entering a vehicle. All vehicle parts are listed in the CATEGORY (CAT) FIELD CODES TABLE beginning on page VEH-138. The minimum identifiers required to enter a vehicle part vary slightly, depending on what part is entered. The requirements for part entries are shown on page VEH-136.
7. Not a Duplicate -- You may not enter the same vehicle twice; the computer will reject the second attempt. It serves no purpose for one department to have multiple records in LEADS/NCIC for the same vehicle. However, if all of the above requirements are met, you may enter a vehicle that has already been entered by some other department.
8. Felony Involved -- A vehicle of unknown whereabouts that is believed to have been involved in the commission of a crime may be entered as a felonious vehicle. Even if the VIN is not available, the record will remain on file for 90 days before being purged.
9. Towed or Impounded -- The vehicle of an incarcerated subject, abandoned vehicles, vehicles rendered undriveable due to an accident, vehicles seized in relation to a narcotics investigation, disabled vehicles, and vehicles towed from private property may be entered into LEADS, but not NCIC. The Towed/Impounded vehicle format (LFR.FET) will be used for entry. Towed/Impounded vehicles cannot be entered in the stolen vehicle format. You may enter any vehicle as long as your department is the one responsible for the tow or impoundment and has the authority to release the vehicle to its owner.

B. REQUIREMENTS FOR NCIC ENTRY

The requirements for entering stolen and felonious vehicles and stolen vehicle parts into NCIC are exactly the same as for LEADS entry. (NCIC does not allow for towed and impounded vehicles.) Therefore, the LEADS computer is programmed to automatically send NCIC a copy of every record you have successfully entered into LEADS. This provides the maximum opportunity for the record to be hit and the vehicle to be recovered.

Illinois LEADS Reference Manual

VEHICLES (6)

V. ENTERING VEHICLE RECORDS (Continued)

C. PARTIAL RECOVERIES

1. Vehicle Recovered, Plates Missing -- Let's say you have entered a stolen vehicle record including the license plate identifiers. Then, the vehicle is recovered, but the plates are missing. You must cancel the entire record (see Section XI of this chapter). Then, if the plates are still valid for display, enter a new record for stolen plates as described in Chapter 5. It is not possible to modify the original stolen vehicle record to remove vehicle descriptors and leave only the license plate data.
2. Plates Recovered, Vehicle Missing -- Let's say you have entered a single stolen vehicle record that includes both the VIN and license plate identifiers. Then, only the plates are recovered. In this case you should immediately MODIFY the original record so as to remove the data in the LIC, LIM, LIY, LIS, and LIT fields. This will leave the rest of the record on file with only the vehicle identifiers.

If the original record contains no VIN or OAN when the plates are recovered, you must immediately cancel the entire record. Without a VIN or OAN, there is nothing to index the vehicle record by.

3. Stripped Body Recovered -- If you have entered a stolen vehicle record and then recover the body stripped of the transmission and/or the engine, you must first cancel the vehicle record. In a situation in which both the engine and transmission are stolen and the serial numbers are the same, enter only one of these vehicle parts. You cannot enter two vehicle parts with the same serial number in the VIN Field. Indicate in the MIS Field that the other part has been stolen and has the same serial number.
4. VIN Intact or Missing -- When a stolen vehicle has been recovered, it should be determined whether or not the manufacturer's VIN plate is intact or missing. The ORI should then be notified that the vehicle has been recovered with the VIN plate intact or missing. The ORI is responsible for cancelling the message, and, if the VIN plate is missing, to enter it as a stolen vehicle part. If an ORI receives a message that a vehicle has been recovered, but there is no indication on the status of the VIN plate, the ORI should contact the recovering agency and inquire if the VIN plate was also recovered.

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VEHICLES (6)

V. ENTERING VEHICLE RECORDS (Continued)

D. GENERAL ENTRY PROCEDURES

At this point it is assumed that you have been given a theft report or some other document from which to enter a record into the Vehicle File. It is recommended that all seven of the following steps be performed to complete the entry correctly.

1. Review Requirements for Entry -- Review the requirements in paragraphs V.A and B to be sure the vehicle or part you have been asked to enter meets all of the requirements for entry.
2. Study Sample Enter -- Sample Enter Messages are in Section VI.
3. Obtain Necessary Codes -- In Sections VI and VII are all of the codes you will need. It is suggested that you look them up and write them on the document you will be keying from.
4. Choose Free-Form or Format -- If you have a teletype terminal, you must enter in free-form mode. The sequence of fields for free-form entry is given in paragraph E which follows. If you have a CRT terminal, you may enter in free-form at the top of the screen; or you may use the Vehicle Enter Format. Obtain the format by keying LFR.FEV. for stolen vehicles, parts, and felony vehicles. For Towed/Impounded vehicles, key LFR.FET.
5. Key The Data -- Key the data. Double check your keying. Then transmit the message to the computer.
6. Check Acknowledgment Message -- When the computer has accepted your entry and placed it on file, it will return a copy of the record to your terminal (see paragraph F which follows). You should compare the data in this message with the document you entered the record from to be sure that no errors have been made. Any errors should immediately be corrected by Modification (see Section VIII).
7. Second Party Quality Check -- NCIC requires that all CHF entries be quality checked by a second party (shift supervisor, telecommunicator, etc.) to ensure system integrity. Before filing, make sure the entry is reviewed for accuracy and initialled by another person from your department.
8. Retain Acknowledgment Message -- LEADS Regulations, as found in Chapter 30, require that the printout of the Enter Acknowledgment Message be retained in the entering agency's Active Messages File.
9. Inquiry to Check Message in NCIC -- You may do an inquiry on a record you have just entered to verify the information sent to NCIC and to check the NCIC number.

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VEHICLES (6)

V. ENTERING VEHICLE RECORDS (Continued)

E. FREE-FORM ENTRY

In free-form entry, it is important to key each data field in the proper sequence. The end of one data field and the beginning of the next is designated by a period. All fields must be accounted for by a period, even if there is no data to be entered. Every free-form stolen or felony vehicle enter message must have exactly 23 periods. Towed/Impounded enter messages must have 28 periods. On the CRT screen, the data in one field may not begin on one line and end on the next except for the MIS Field.

1. Free-Form Stolen/Felony Field Sequence

Line (1)	MKE.TMP.
Line (2)	DOT.VCO.VYR.VMA.VMO.VST.
Line (3)	VIN.OAN.
Line (4)	LIM.LIY.LIS.LIT.LIC.
Line (5)	MIS.
Line (6)	SFA.SST.SFC.
Line (7)	OCA.
Line (8)	ORA.
Line (9)	ENT.OPR.

Free-Form Towed/Impounded Field Sequence

Line (1)	MKE.TMP.
Line (2)	DOT.VCO.VYR.VMA.VMO.VST.
Line (3)	VIN.OAN.
Line (4)	LIM.LIY.LIS.LIT.LIC.
Line (5)	TTO.REA.
Line (6)	RBY.TBY.HLD.ATH.
Line (7)	TFA.TST.TFC.
Line (8)	OCA.
Line (9)	ORA.
Line (10)	ENT.OPR.

All free-form Stolen and Felony Vehicle File entries must be formatted in a minimum of 9 lines in the exact sequence as shown above. The MIS field is 122 positions. If the MIS Field includes full data, the entire message would be 10 lines in length.

NOTE: For more details on the Towed/Impounded fields contained on lines 5-7, refer to the Data Field Summary/Index on page VEH-143.

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VEHICLES (6)

V.E. FREE-FORM ENTRY (Continued)

2. Sample Free-Form Stolen/Felony Enter Message

Problem: Using a free-form message, enter a 1989 Ford Taurus four-door sedan, stolen August 8, 1991, VIN unknown at the time of entry, with 1991 Illinois plates GRT300 that expire in November. Let's say you are entering for Frankfort Police Department, operator AV, from terminal AMK, under case number 91-7439. At the time of theft, the right fender was damaged. The vehicle was taken from the parking lot of a Frankfort business at 200 White Street.

Line (1)	LEV.STOLEN FRANKFORT.
Line (2)	080891..91.FORD.TAU.4D.
Line (3)	..
Line (4)	11.91.IL.PC.GRT300.
Line (5)	RIGHT FRONT DAMAGE, OTX/815-469-9435.
Line (6)	200.WHITE ST.FRANKFORT.
Line (7)	91-7439
Line (8)	PD FRANKFORT IL
Line (9)	AMK.AV.

Note that three fields were not used (represented by periods only) because no data was given: Vehicle Color (VCO) in Line (2), and VIN and OAN in Line (3).

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VEHICLES (6)

V. ENTERING VEHICLE RECORDS (Continued)

F. ENTER ACKNOWLEDGMENT MESSAGE

If the LEADS computer accepts your enter message, it will return a copy to your terminal with your CDC and the LEADS record number (LDS) added to the first line, and the time and date of entry added to the last line. This is called an Enter Acknowledgment Message. The acknowledgment for the message on the previous page would be:

```
Line (0)   CHF 080891 0630
Line (1)   AMKVIN MUST BE ADDED WITHIN 9 DAYS OR LDS/V9172549 WILL BE PURGED

Line (2)   AMK V9172549 LEV.STOLEN FRANKFORT.
Line (3)   080891..91.FORD.TAU.4D.
Line (4)   ..
Line (5)   11.91.IL.PC.GRT300.
Line (6)   RIGHT FRONT DAMAGE, OTX/815-469-9435.
Line (7)   200.WHITE ST.FRANKFORT.
Line (8)   91-7439.
Line (9)   PD FRANKFORT.
Line (10)  AMK.AV.0630.080891.
```

Line (0) is the standard CHF date and time stamp. Line (1) includes a warning that the VIN (or OAN) must be added by a Modify message within 9 days, or the record will be purged automatically. If the record had been entered with the VIN included, Line (1) would not appear; and the VIN would be in Line (4).

Lines (2) through (10) correspond exactly to your original enter message. Line (2) includes your CDC and the LEADS Record Index Number (V9172549) assigned by the LEADS computer. Line (10) ends with the time and date (0630.080891) that the LEADS computer accepted the record.

Asterisks in the VIN Field -- If an enter message includes VIN or OAN and LIC data, but the VIN is rejected, LEADS will put the record on file without the VIN. An error message will be returned followed by an Enter Acknowledgment Message showing asterisks in Line (4) in place of the rejected VIN.

Note that there will not be any acknowledgment message from NCIC. You must assume that the message was automatically sent to NCIC. To confirm this, run an inquiry using the LDS or LIC. The response from LEADS should include an NCIC Index Number (NIC) which confirms that a record is on file at NCIC.

G. REJECTS

If you receive any message in response to your enter attempt other than an Enter Acknowledgment, your message has been rejected. You will always receive some kind of a response. Most reject messages mention a particular field. If the error is not obvious, turn to the Field Description pages for the field mentioned and try to find the error. Also, check all fields in the enter message that precede and follow the mentioned field. Have you left out a period or added an extra period?

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VEHICLES (6)

V. ENTERING VEHICLE RECORDS (Continued)

H. AUTOMATIC BROADCASTING

In certain situations, the computer immediately and automatically broadcasts a copy of your vehicle record entry to other terminals in the state. Agencies receive the broadcasts of vehicle entries made by other agencies located within their own county and may select adjacent or other counties. It should be noted that selection can only be done by county, and may not be narrowed to specific agencies with the exception of Chicago PD, who may be selected singularly. The selection of a singular county will result in the receipt of broadcasts from all agencies located in that county. Information on reviewing or changing your broadcast selection can be found in Volume 2, Appendices chapter.

1. Criteria for Broadcasting

- a. Stolen Vehicle entered within one day of theft -- a stolen vehicle entry that passes the edits and is entered no later than 48 hours after the DOT Field date, will normally be broadcast to all terminals in the county of entry and terminals selected to receive.
 - b. Felony Vehicle -- felony vehicle entries that pass the edits will normally be broadcast to all terminals in the county of entry and terminals selected to receive.
 - c. Stolen Part and Towed/Impounded Records -- are not broadcast to any terminal.
2. Vehicle Enter Broadcast Message -- The message broadcasted to other agencies looks exactly like the Enter Acknowledgment Message returned to the entering terminal except that any "Line (0)" warning or partial reject will not be included. (See the sample message VEH-39, paragraph F.) A string of asterisks in line (3) where a VIN would normally appear indicates that the VIN in the entry message did not pass the edits and the record is temporarily filed by LIC only.

J. DUPLICATES

1. Duplicate of Your Agency's Record -- It is not permitted for a single agency (terminal) to enter the same vehicle record into the Vehicle File a second time if the first record has not been cancelled or voided. When this is attempted, the following reject message will be received:

(1)	(2)	(3)	(4)
RAZY	REJ	VIN/1G6EL1172KU621608	ON FILE LDS/V9172634

- Field (1) is your CDC preceded by an 'R' for reject.
Field (2) means your entry attempt has been rejected.
Field (3) is the VIN, LIC, or OAN you have just tried to use that is already on file.
Field (4) is the LEADS number of the record already on file.

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VEHICLES (6)

V.J. DUPLICATE VEHICLE ENTERS (Continued)

2. Duplicate of Another Agency's Record -- When your agency enters a record which matches another agency's record by LIC or VIN or OAN and by VYR, VMA, and VST, you will be notified of this fact immediately following the Enter Acknowledgment Message. Your message has been accepted into the file.

Here is the message you will receive:

AZY APP DUP ON FILE LDS/V9114318
MAKE Z INQ VOID REC JUST ENT IF NECESSARY.

AZY is your CDC. APP DUP means 'apparent duplicate'. The index number (LDS) is for the other agency's record. It is recommended that you retrieve that record and compare it with the one you just entered. It is also recommended that you advise the officer in charge of the case that another department is looking for the same vehicle.

K. CONTACT NOTIFICATION REQUEST (NOAH)

In some cases, detectives may wish to be advised of the fact that a particular vehicle or part was spotted by another agency, even if the vehicle was not recovered. When such notification is desired, enter 'NOAH' in the MIS Field. NOAH means 'Notify ORI of All Hits.'

L. TRAINING ENTER MESSAGE

A special message key is provided when you wish to practice entry of stolen vehicle records. The key is LTVE. The rest of the enter message format is exactly the same for training as it is for an actual enter.

When the computer receives a message beginning with LTVE, it analyzes (edits) the entire message the same as it would for any other enter. If it finds an error, it will send you the appropriate error message. If your training message is correct, no record is placed in the file; but, you will receive the following message:

AZYTRAINING MSG FORMAT EDIT OK.

The training edit routine does not check for duplicates already on file. It merely determines that the message is formatted correctly and that the data meets all of the edit requirements.

The training message key, LTVE, cannot be used in the Towed/Impounded vehicle format (LFR.FET).

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VEHICLES (6)

VI. CODES AND SAMPLE ENTER MESSAGES

This Section (and the next) is designed to provide all of the details you should need to enter any kind of vehicle into the Vehicle File. The key to this Section is the Vehicle Types Index which lists the various kinds of vehicles and parts that may be entered. For each kind of vehicle and part, the Index points to the page(s) where the details for entry can be found.

All information and codes that are peculiar to a particular type of vehicle such as snowmobiles are found together in one unit within this Section. General information that is common to all types of vehicles (such as Vehicle Color (VCO) codes) is found with the appropriate Field Description in Section VII.

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VEHICLES (6)

VEHICLE TYPES INDEX

<u>TYPE OF VEHICLE</u>	<u>VEH PAGE # FOR DETAILS</u>
<u>AIRCRAFT</u> Private, Commercial, Military, Helicopters, Gliders, Blimps	130
<u>ALL-TERRAIN</u> Vehicles that do not fit any other category and are designed to be driven over rough, difficult terrain	128
<u>ASSEMBLED AUTOMOBILE</u> Homemade or Rebuilt	44
<u>AUTOMOBILE</u> Passenger Cars	45
<u>CAMPERS FOR TRUCK MOUNTING</u> Serialized Shell Campers and all other serialized campers designed for truck mounting	90
<u>CONSTRUCTION EQUIPMENT</u> Cranes, Forklifts, Graders, Street and Highway Equipment, Bulldozers, Earth-Moving Equipment	75
<u>FARM AND GARDEN EQUIPMENT</u> Farm and Garden Tractors, Riding Lawn Mowers, Self-Propelled Farm Implements	69
<u>FELONIOUS VEHICLE</u> Any vehicle involved in a felony	124
<u>MOTORCYCLE</u> Minicycles, Mopeds, Minibikes, Motor Bikes, Motor Scooters	61
<u>MOTORIZED GOLF CARTS, GO-CARTS, DUNE BUGGIES</u>	134
<u>SNOWMOBILES</u>	126
<u>TOWED/IMPOUNDED VEHICLE</u>	59
<u>TRAILERS</u> All Trailers designed to be pulled by a vehicle. Semitrailers, House Trailers (Mobile Homes), Travel Trailers	92
<u>TRUCKS</u> Rugged-trail pleasure vehicles. Jeeps, Buses, Vans, Motor Homes	83
<u>U.S. GOVERNMENT, MILITARY, NATIONAL GUARD</u>	132
<u>VEHICLE PARTS</u>	136

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VEHICLES (6)

ENTRY CODES

- A. VEHICLE CATEGORY: ASSEMBLED AUTOMOBILES
- B. DEFINITION: Any automobile which is homemade or is rebuilt using components from different vehicles.
- C. ENTRY REQUIREMENTS: See Section V.A. on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS: For all fields not mentioned below, see paragraph D on page VEH-45.

There are three ways to enter these vehicles, depending on how the automobile was assembled.

1. If the vehicle is homemade and has no manufacturer's assigned VIN:

VMA must contain ASVE.

VMO must contain AV.

VIN and MIS -- If a state assigned or issued a unique VIN to the vehicle, enter that number in the VIN Field and begin the MIS Field with the code SVIN. If there is no VIN or OAN, registration data (LIY, LIS, LIT, LIC) must be provided or the vehicle may not be entered.

2. If a manufacturer's VIN is present but no longer conforms with the rebuilt vehicle as would be the case if a salvaged Pontiac Bonneville were rebuilt using the VIN of a Pontiac Catalina:

VMA must contain the major make code (PONT) that conforms to the make represented by the VIN.

Make codes begin on page VEH-47.

VMO must contain AV.

3. If a vehicle is rebuilt and bears its original VIN plate:

VMA and VMO must contain the appropriate codes from the table beginning on VEH-47 as if the vehicle was fresh from the factory.

MIS could contain mention of the fact that the vehicle was rebuilt if this might help to identify the vehicle when it is recovered.

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VEHICLES (6)

CODES & SAMPLE ENTER

A. VEHICLE CATEGORY: AUTOMOBILES

- B. TYPES INCLUDED: Includes all passenger cars. Does not include Jeeps, Scouts, Broncos and similar rugged trail pleasure vehicles or carryalls which are to be entered as trucks (see VEH-83).

When the automobile is believed to be involved in a felony, see VEH-124.

When the automobile is being entered because it has been towed or impounded, turn to page VEH-59.

- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See VEH-147 and -148 for caution indicator suffixes.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-47	If "assembled" by other than the manufacturer, enter 'ASVE' for VMA. See page VEH-44. If manufacturer is not listed in the table and ASVE is not appropriate, do NOT enter. Instead, contact the LEADS Staff for assistance.
VMO	See Notes	VEH-47	Required when given in the codes table. If VMA is 'ASVE', VMO must be 'AV'. See page VEH-44.
VST	Required	VEH-46	
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'. Optional for all other states.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	
LIC	Optional*	VEH-174	
MIS	Optional	VEH-176	If VMA is 'ASVE', describe vehicle in MIS Field. See page VEH-44.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Either the VIN or the OAN must be entered and/or LIY, LIS, LIT, and LIC (all four) must be entered.

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VEHICLES (6)

AUTOMOBILES (Continued)

E. SAMPLE ENTER PROBLEMS: You, Telecommunicator number 9, work for PD Coconut and have just received (9:20 pm on July 6, 1991) a theft report on a dark green, 1989 Dodge Omni four-door hatchback with 1991 Illinois plates HU1418 which expire in October. The owner, who is calling from 11536 Palm Court, reports the VIN as 1B3BL18A2KN156822. Enter the vehicle using as much of the reported information as possible.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV   TMP STOLEN COCONUT 2120
DOT 070691 VCO DGR      VYR 91  VMA DODG  VMO OMI  VST 4D
VIN 1B3BL18A2KN156822   OAN
LIM 10  LIY 91  LIS IL  LIT PC  LIC HU1418
MIS
SFA 11536 SST PALM COURT      SFC COCONUT
OCA 91-115  ORA PD COCONUT IL  ENT XYZ  OPR 09
```

G. MAKE (VMA) & MODEL (VMO) CODES: Table starts on next page.

H. STYLE CODES (VST): See table below. (NOTE: If the VMO code is TK, the vehicle is a truck and you must use the Style Codes table on page VEH-84.)

AUTOMOBILE STYLE TABLE

<u>VST</u>	<u>AUTOMOBILE STYLE</u>	<u>VST</u>	<u>AUTOMOBILE STYLE</u>
AM	Ambulance	HR	Hearse
CH	Coach	LM	Limousine
CV	Convertible	RH	Removable/Retractable Hardtop
CP*	Coupe	RD	Roadster
2T	Hardtop, 2-door**	2D	Sedan, 2-door***
4T	Hardtop, 4-door**	4D	Sedan, 4-door***
HT**	Hardtop, no. of doors unknown	SD***	Sedan, no. of doors unknown
HB	Hatchback or 3-door	SW	Station Wagon
2H	Hatchback, 2-door	TO	Touring Car
4H	Hatchback, 4-door		

* Use code "CP" only when unable to determine if vehicle is a two-door sedan or two-door hardtop.

** A hardtop is defined as a vehicle having no pillar separating the front and rear side windows and no window frames on the doors. Use code "HT" only when the number of doors is unknown.

*** A sedan is defined as a vehicle which has a pillar separating the front and rear side windows and door window frames that remain visible when the windows are rolled down. Also referred to as a pillared hardtop by some manufacturers; code as a two- or four-door sedan (2D or 4D). Use code "SD" only when the number of doors is unknown.

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VEHICLES (6)

A U T O M O B I L E VMA and VMO Codes by Make and by VMA

VMA	VMO	Make/Model of AUTOMOBILE
ABAR		Abarth
AC		AC
AC	3000	AC (Great Britain)/3000 ME
COBR		Acadian (GM of Canada)/Beaumont Series
ACAD	CAN	Acadian (GM of Canada)/Canso Series}
ACAD	INV	Acadian (GM of Canada)/Invader Series
ACUR		Acura (Div. of American Honda Motor Co.)
ACUR	INT	Acura/Integra
ACUR	LEG	Acura/Legend
ADET		Adette
AERA		Aerocar (VMA was AERO)
AETA		Aeta
ALFA	26S	Alfa Romeo/2600 Spider
ALFA	26P	Alfa Romeo/2600 Sprint
ALFA	AGT	Alfa Romeo/Alfetta GT
ALFA	ARN	Alfa Romeo/Arna (Series)
ALFA	BER	Alfa Romeo/Berlina
ALFA	DUE	Alfa Romeo/Duetto
ALFA	GIU	Alfa Romeo/Giulia
ALFA	GIS	Alfa Romeo/Giulia Spider
ALFA	GIP	Alfa Romeo/Giulia Sprint
ALFA	GIT	Alfa Romeo/Giulietta
ALFA	GTV	Alfa Romeo/GT Veloce
ALFA	GT6	Alfa Romeo/GT6
ALFA	G25	Alfa Romeo/GTV6 2.5
ALFA	MIL	Alfa Romeo/Milano
ALFA	SPI	Alfa Romeo/Spider Series
ALFA	ZAG	Alfa Romeo/Zagato
ALLA		Allard
ALLF		Allison's Fiberglass Mfg., Inc. (Port Orange, Florida)
ALLS		All State
ALMA		Alma
ALPI		Alpine
ALTA		Alta
ALVI		Alvis
AMER	AMB	American Motors/Ambassador
AMER	ARN	American Motors/American
AMER	AMX	American Motors/AMX
AMER	CON	American Motors/Concord
AMER	EAG	American Motors/Eagle
AMER	ENC	American Motors/Encore
AMER	GRE	American Motors/Gremlin
AMER	HOR	American Motors/Hornet
AMER	JAV	American Motors/Javelin
AMER	TK	American Motors/Jeep (truck) (VMO was JEE)
AMER	MAR	American Motors/Marlin
AMER	MAT	American Motors/Matador
AMER	MED	American Motors/Medallion (through model year 1988)
AMER	PAC	American Motors/Pacer (For Ramblers manufactured prior to 1966, see Rambler Make.)
AMER	RA	American Motors/Rambler American
AMER	RC	American Motors/Rambler Classic
AMER	RR	American Motors/Rambler Rogue

VMA	VMO	Make/Model of AUTOMOBILE
AMER	REB	American Motors/Rebel
AMER	SPI	American Motors/Spirit
AMER	SPO	American Motors/Sportabout
AMPH		Amphicar
ARGO		Argonaut State Limousine
ARIT		Arista
ARMS		Armstrong Siddeley
ARNO		Arnolt-Bristol
ASA		ASA
ARSC		Ascort
ASVE	AV	(assembled from parts, homemade)
ASHL		Ashley
ASTO	DB5	Aston-Martin/DB-5
ASTO	DB6	Aston-Martin/DB-6
ASTO	LAG	Aston-Martin/Lagonda
ASTO	VAN	Aston-Martin/Vantage
ASTO	VOL	Aston-Martin/Volante
AUBU		Auburn
AUDI	A80	Audi/80
AUDI	FOX	Audi/80 LS(Fox)
AUDI	A90	Audi/90
AUDI	1GL	Audi/100GL
AUDI	1LS	Audi/100LS
AUDI	200	Audi/200LS
AUDI	500	Audi/500
AUDI	AVA	Audi/Avant
AUDI	QTO	Audi/Quattro
AUDI	390	Audi/Super 90
AUDI	V8	Audi/V-8
AURR		Aurora
AUST	A40	Austin/A40
AUST	A55	Austin/A55
AUST	A60	Austin/A60 Cambridge
AUST	A10	Austin/A99 & 110
AUST	850	Austin/850
AUST	110	Austin/1100
AUST	180	Austin/1800
AUST	CPS	Austin Cooper "S"
AUST	MAR	Austin/Marina
AUST	MIN	Austin/Mini
AUST	MIC	Austin/Mini Cooper
MG	4R	Austin/Princess (VMO was PRI)
AUST	WES	Austin/Westminister
AUHE	100	Austin-Healy/100 Series
AUHE	300	Austin-Healy/3000 Series
AUHE	SPR	Austin-Healy/Sprite
AUTA		Autobianchi (Bianchina)
AUTB		Autobleu
AUTO		Autocar
AUTR		Autocarrier and A.C.
AUTU		Auto Union
AVTI	AAV	Avanti/Series A
AVTI	ABV	Avanti/Series B
AVEN		Avenger
AVIA		Avia
BNTM		Bantam (VMA was BANT)
BEAD		Beardmore
ACAD	BEA	Beaumont by Acadian (VMA was BEAU)
BEDF		Bedford

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A U T O M O B I L E VMA and VMO Codes by Make and by VMA

VMA	VMO	Make/Model of AUTOMOBILE	VMA	VMO	Make/Model of AUTOMOBILE
BENT		Bentley	BREM	CRE	Bremen Sport/Creighton
BENT	CON	Bentley/Continental Convertible	BREM		Bremen Sport Equipment, Inc. (Bremen, Indiana)
BENT	COR	Bentley/Corniche	BRIC		Bricklin
BENT	EGT	Bentley/Eight	BRIS		Bristol
BENT	MUL	Bentley/Mulsanne	BUGA		Bugatti
BENT	TBR	Bentley/Turbo R	BUIC	APO	Buick/Apollo
BERG		Bergantine	BUIC	CAL	Buick/California G.S.
BERK		Berkley	BUIC	CNT	Buick/Centurion
BERO		Bertone	BUIC	CEN	Buick/Century
BERO	CAB	Bertone/Cabrio	BUIC	ELE	Buick/Electra
BERO	PAL	Bertone/Palinuro	BUIC	EST	Buick/Estate Wagon
BERO	X19	Bertone/X 1/9	BUIC	GS	Buick/Grand Sports (GS)
AUTA		Bianchina (Autobianchi)	BUIC	G35	Buick/GS 350
BITT		Bitter*	BUIC	G40	Buick/GS 400
BIZZ		Bizzarrini	BUIC	G45	Buick/GS 455
BMC	PRI	B M C/Princess	BUIC	INV	Buick/Invicta
BMW	28	BMW/2.8	BUIC	LES	Buick/LeSabre
BMW	30	BMW/3.0 Si	BUIC	LIM	Buick/Limited
BMW	20	BMW/2000 (VMO was 2000)			Buick/Opel (See Make Opel)
BMW	318	BMW/318i	BUIC	REA	Buick/Reatta
BMW	320	BMW/320i	BUIC	REG	Buick/Regal
BMW	325	BMW/325	BUIC	RIV	Buick/Riviera
BMW	520	BMW/520	BUIC	ROA	Buick/Roadmaster
BMW	524	BMW/524 Series	BUIC	SKH	Buick/Skyhawk
BMW	525	BMW/525ia	BUIC	SKY	Buick/Skylark
BMW	528	BMW/528i	BUIC	SOM	Buick/Somerset
BMW	530	BMW/530i	BUIC	SPE	Buick/Special
BMW	533	BMW/533i	BUIC	SPO	Buick/Sportwagon
BMW	535	BMW/535 Series	BUIC	SUP	Buick/Super
BMW	600	BMW/600	BUIC	WIL	Buick/Wildcat
BMW	630	BMW/630csi	BUTT		Butterfield Musketeer
BMW	633	BMW/633csi	BZEL	ELE	B & Z Electric Car Co./Electra-King
BMW	635	BMW/635			
BMW	733	BMW/733 Series	CADI	60	Cadillac/60 Series
BMW	735	BMW/735	CADI	61	Cadillac/61 Series
BMW	745	BMW/745i	CADI	62	Cadillac/62 Series
BMW	750	BMW/750	CADI	75	Cadillac/75 Series
BMW	160	BMW/1600	CADI	ALL	Cadillac/Allante
BMW	180	BMW/1800	CADI	BRO	Cadillac/Brougham
BMW	200	BMW/2000 Series	CADI	CAL	Cadillac/Calais
BMW	002	BMW/2002 Series	CADI	CIM	Cadillac/Cimarron
BMW	250	BMW/2500 Series	CADI	DEV	Cadillac/DeVille
BMW	280	BMW/2800 Series	CADI	ELD	Cadillac/Eldorado (Fleetwood)
BMW	BAV	BMW/Bavaria	CADI	FLE	Cadillac/Fleetwood
BMW	ISE	BMW/Isetta	CADI	SEV	Cadillac/Seville
BMW	L6	BMW/L6	CAP		Capri, 1978 and earlier (imported by Mercury)
BMW	L7	BMW/L7			(For 1979 and newer models, see Mercury on VEH-53.)
BMW	M3	BMW/M-3	CHAA		(Obsolete code for Plymouth/Champ)
BMW	M5	BMW/M-5	CHAI		Chaika
BMW	M6	BMW/M-6	CHEC	AER	Checker/Aerobus
BMW	TI	BMW/TI	CHEC	CUS	Checker/Custom
BOBB		Bobbi-Kar	CHEC	MTH	Checker/Marathon
BOCA		Bocar	CHEC	SRB	Checker/Superba
BOND		Bond	CHEV	210	Chevrolet/210 Series
BORG	HAN	Borgward/Hansa	CHEV	300	Chevrolet/300 Deluxe
BORG	ISA	Borgward/Isabella	CHEV	BEL	Chevrolet/Bel Air
BRDL		Bradley GT	CHEV	BER	Chevrolet/Beretta
BRAS		Brasica	CHEV	BIS	Chevrolet/Biscayne
BREM	LAU	Bremen/Laufer			
BREM	MAX	Bremen/Maxi-Taxi			
BREM	MIN	Bremen/Mini-Mark			
BREM	SEB	Bremen/Sebring			

*Bitter Automobiles of America, Chicago, IL

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VMA	VMO	Make/Model of AUTOMOBILE	VMA	VMO	Make/Model of AUTOMOBILE
CHEV	TK	Chevrolet/Blazer (truck)	CHRY	IMP	Chrysler/Imperial (1981 and newer)
CHEV	BRK	Chevrolet/Brookwood	CHRY	LAS	Chrysler/Laser
CHEV	CAM	Chevrolet/Camaro	CHRY	LBN	Chrysler/LeBaron
CHEV	CAP	Chevrolet/Caprice	CHRY	LID	Chrysler/Lido
CHEV	CAV	Chevrolet/Cavalier	CHRY	LIM	Chrysler/Limosine
CHEV	CEL	Chevrolet/Celebrity	CHRY	NY	Chrysler/New Yorker
CHEV	ELL	Chevrolet/Chevelle	CHRY	NEW	Chrysler/Newport
CHEV	EVE	Chevrolet/Chevette	CHRY	ROY	Chrysler/Royal
CHEV	CH2	Chevrolet/Chevy II	CHRY	SAL	Chrysler/Salon
CHEV	CIT	Chevrolet/Citation	CHRY	SAR	Chrysler/Saratoga
CHEV	CON	Chevrolet/Concours (Chevelle only)	CHRY	TC	Chrysler/TC (imported from Maserati)
CHEV	COR	Chevrolet/Corsa (Corvair)	CHRY	TOW	Chrysler/Town & Country
CHEV	CRS	Chevrolet/Corsica	CHRY	WIN	Chrysler/Windsor
CHEV	CVR	Chevrolet/Corvair	CISI		Cisitalia
CHEV	CVT	Chevrolet/Corvette	CITI		Citicar (electric car)
CHEV	DEL	Chevrolet/Del Ray	CITR	2CV	Citroen/2CV
CHEV	DEX	Chevrolet/Deluxe (Chevelle)	CITR	AM6	Citroen/AM16
CHEV	ELC	Chevrolet/El Camino (Prior to 1981; 1981 and later, use truck make code CHEV with model code TK and EL CAMINO in the MIS Field)	CITR	AX	Citroen/AX
CHEV	EST	Chevrolet/Estate Wagon	CITR	DI9	Citroen/DS-19
CHEV	FLE	Chevrolet/Fleetline	CITR	D21	Citroen/DS-21 & D21
CHEV	FLM	Chevrolet/Fleetmaster	CITR	1D9	Citroen/1D-19
CHEV	SPR	Chevrolet/GEO Metro (Use Sprint VMO)	CITR	SM	Citroen/SM
CHEV	NOV	Chevrolet/GEO Prizm (Use Nova VMO)	CLAI		Classic Motor Carriages, Inc. (Hallandale, Florida)
CHEV	GRE	Chevrolet/Greenbrier (Chevelle)	CLAC		Classic Roadsters, Ltd.
CHEV	IMP	Chevrolet/Impala	CLEN	ROA	Clenet Coach Works/Roadster
CHEV	KIN	Chevrolet/Kingswood	CLUA		Clua
CHEV	LUM	Chevrolet/Lumina	COBR		AC Cobra
CHEV	TK	Chevrolet/Luv (truck)	COMV	COM	Comuter Vehicles, Inc./Comuta-Car
CHEV	MAL	Chevrolet/Malibu (Chevelle)	CONN		Connaught
CHEV	SPR	Chevrolet/Metro (use Sprint VMO)	CONS		Contessa
CHEV	MOC	Chevrolet/Monte Carlo			Continental (See Make Lincoln- Continental)
CHEV	MON	Chevrolet/Monza	COOP		Cooper
CHEV	NOM	Chevrolet/Nomad (Chevelle)	CORD		Cord
CHEV	NOV	Chevrolet/Nova (Chevy II & Concours)	CROF		Crofton Cub
CHEV	NOV	Chevrolet/Nova (Use also for GEO Prizm beginning in 1989)	CROS		Crosley
CHEV	PAR	Chevrolet/Parkwood	CUBS		Cubster
CHEV	SPE	Chevrolet/Spectrum (Includes GEO Spectrum beginning in 1989)	CUNN		Cunningham
CHEV	SPR	Chevrolet/Sprint (Use also for GEO Metro beginning in 1989)	DAF		DAF
CHEV	STY	Chevrolet/Style Line	DAIH		Daihatsu
CHEV	STM	Chevrolet/Style Master	DAIH	CHA	Daihatsu/Charade
CHEV	TOW	Chevrolet/Townsmen	DAIM		Daimler
CHEV	VEG	Chevrolet/Vega	DAIN		D & A Vehicle, Inc.
CHIN		Ching-Kan-Shan	DATS	110	Datsun/110
CHLL		(Obsolete code for Dodge/Challenger)	DATS	310	Datsun/310
CHRY	300	Chrysler/300	DATS	311	Datsun/311
CHRY	COM	Chrysler/Commander	DATS	510	Datsun/510
CHRY	CON	Chrysler/Conquest (Model year 1987)	DATS	610	Datsun/610
CHRY	COR	Chrysler/Cordoba	DATS	710	Datsun/710
CHRY	ECL	Chrysler/E Class	DATS	810	Datsun/810
CHRY	FAV	Chrysler/Fifth Avenue	DATS	120	Datsun/1200
CHRY	EXE	Chrysler/Executive Sedan	DATS	2SX	Datsun/200SX
		<u>Imperial</u> -- See 'Imperial' on page VEH-52 for 1980 and older models.	DATS	24Z	Datsun/240Z
			DATS	260	Datsun/260Z
			DATS	280	Datsun/280Z
			DATS	22X	Datsun 280ZX
			DATS	210	Datsun/B-210 or 210
			DATS	F10	Datsun/F-10

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VMA	VMO	Make/Model of AUTOMOBILE
DATS	HON	Datsun/Honey Bee
DATS	TK	Datsun/Li'L Hustler (truck)
DATS	MAX	Datsun/Maxima
DATS	PUL	Datsun/Nissan
DAVI		Davis
DAYO		Daytona
DAYO	MIG	Daytona/Migi
DAYO	MOY	Daytona/Moya
DB		D.B.
DEBO		Debonair
DECO		DeCourville
DECO	ROA	DeCourville/Roadster
DEEP		Deep Sanderson
DELL		Dellow
DELO		DeLorean (imported from Belfast, Northern Ireland, UK)
DENZ		Denzel
DESO	ADV	DeSoto/Adventurer
DESO	CUS	DeSoto/Custom
DESO	DEL	DeSoto/Deluxe
DESO	FRD	DeSoto/Firedome
DESO	FRF	DeSoto/Firelite
DESO	FRS	DeSoto/Firesweep
DESO	POW	DeSoto/Powermaster
DETO	DEA	DeTomaso/Deauville
DETO	LON	DeTomaso/Longchamp
DETO	MNA	DeTomaso/Mangusta
DETO	PTA	DeTomaso/Pantera
DITE		DiTella
DIVA		Diva
DKW	AUD	DKW/Audi
DKW	102	DKW/F102
DKW	VEM	DKW/Vemag
DODG	OMI	Dodge/024 Omni
DODG	330	Dodge/330 Series
DODG	400	Dodge/400
DODG	440	Dodge/440 Series
DODG	600	Dodge/600
DODG	880	Dodge/880 Series
DODG	100	Dodge/A 100 Compact
DODG	ARI	Dodge/Aries
DODG	ASP	Dodge/Aspen
DODG	CHL	Dodge/Challenger
DODG	CHA	Dodge/Charger
DODG	CLT	Dodge/Colt (imported)
DODG	COM	Dodge/Compact Sportsman
DODG	CON	Dodge/Conquest (Model year 1986 only)
DODG	COR	Dodge/Coronet
DODG	DAR	Dodge/Dart
DODG	DAY	Dodge/Daytona
DODG	DEL	Dodge/Deluxe
DODG	DEM	Dodge/Demon (Dart)
DODG	DIP	Dodge/Diplomat
DODG	DYN	Dodge/Dynasty
DODG	FLS	Dodge/Fleet Special
DODG	LAN	Dodge/Lancer
DODG	MAG	Dodge/Magnum
DODG	MAT	Dodge/Matador
DODG	MEA	Dodge/Meadowbrook

VMA	VMO	Make/Model of AUTOMOBILE
DODG	MIR	Dodge/Mirada
DODG	MON	Dodge/Monaco
DODG	OMI	Dodge/Omni (also 024)
DODG	PIO	Dodge/Pioneer
DODG	PHO	Dodge/Phoenix
DODG	POL	Dodge/Polara
DODG	TK	Dodge/Ramcharger (truck)
DODG	ROY	Dodge/Royal
DODG	SEN	Dodge/Seneca
DODG	SHA	Dodge/Shadow
DODG	CHA	Dodge/Shelby-Charger
DODG	SPI	Dodge/Spirit
DODG	STR	Dodge/St. Regis
DODG	STE	Dodge/Stealth
DODG	SWI	Dodge/Swinger (Dart)
DODG	WAY	Dodge/Wayfarer
DONG		Dong Feng (East Wind)
DUEL		Duel
DUES		Duesenberg
DURA		Durant
CLAC		Dutchess (Classic Roadsters, Ltd.)
EGIL	MED	Eagle/Medallion (begin. model year 1989)
EGIL	PRE	Eagle/Premier
EGIL	SUM	Eagle/Summit
EGIL	TAL	Eagle/Talon
EDSE	CIT	Edsel/Citation
EDSE	COR	Edsel/Corsair
EDSE	PAC	Edsel/Pacer
EDSE	RAN	Edsel/Ranger
EDSE	VIL	Edsel/Villager
ELVC		Electric Vehicle Corp. (Minneapolis, Minnesota)
ELVA		Elva
EMW		EMW
ENGf	100	English Ford (British)/100 E Series
ENGf	105	English Ford (British)/105 E Series
ENGf	ANG	English Ford (British)/Anglia
ENGf	CAP	English Ford (British)/Capri
ENGf	CON	English Ford (British)/Consul
ENGf	COR	English Ford (British)/Corsair
ENGf	CTA	English Ford (British)/Cortina
ENGf	ESC	English Ford (British)/Escort
ENGf	GT	English Ford (British)/GT
ENGf	LOT	English Ford (British)/Lotus
ENGf	MK2	English Ford (British)/Mark II
ENGf	PER	English Ford (British)/Perfect
ENGf	SQU	English Ford (British)/Squire
ENGf	THA	English Ford (British)/Thames
ENGf	ZEP	English Ford (British)/Zephyr
ENGf	ZOD	English Ford (British)/Zodiac
ENVY	EPI	Envoy/Epic
ENZM		Enzmann
ERSK		Erskine
ESHL		Eshelman Sportabout
ESSE		Essex
EVRY		Everybody's Motor Car Manufacturing Co.
EXCL	SSK	Excalibur/SSK
EXCL	SSP	Excalibur/SS Phaeton
EXCL	SSR	Excalibur/SS Roadster

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VMA	VMO	Make/Model of AUTOMOBILE
FACL		Facellia
FACE		Facel-Vega
FAIR		Fairthorpe
FALC		Falcon (British)
FELB		Felber
FERR	308	Ferrari/308
FERR	328	Ferrari/328
FERR	348	Ferrari/348
FERR	MON	Ferrari/Mondial
FERR	TIP	Ferrari/Tipo
FIAT	124	Fiat/124 Series
FIAT	128	Fiat/128 Series
FIAT	131	Fiat/131 Series
FIAT	600	Fiat/600D
FIAT	750	Fiat/750
FIAT	85F	Fiat/850 Fastback
FIAT	110	Fiat/1100 - D or R
FIAT	120	Fiat/1200
FIAT	150	Fiat/1500
FIAT	BRA	Fiat/Brava
FIAT	RIM	Fiat/Rimto
FIAT	SPI	Fiat/Spider Series
FIAT	STR	Fiat/Strada
FIAT	UNO	Fiat/Uno
FIAT	X19	Fiat/X19
FIAA		Fiat-Abarth
FIBE		Fiberfab, Inc. (Minneapolis, Minn.)
FIST		Fiesta (imported by Ford)
FNM		FNM
		Ford (also see English, French, German, and Italian Ford)
FORD	300	Ford/300 Series
FORD	7LR	Ford/7 Litre
FORD	TK	Ford/Bronco (truck) (VMO was BRO)
FORD	TK	Ford/Club Wagon (truck) (VMO was CLW)
FORD	COB	Ford/Cobra (also see Make Shelby American)
FORD	COY	Ford/Country Sedan
FORD	COQ	Ford/Country Squire
FORD	TK	Ford/Courier (truck) (VMO was COU)
FORD	CRE	Ford/Crestline
FORD	CUS	Ford/Custom
FORD	CST	Ford/Customline
FORD	DEL	Ford/Deluxe
FORD	ELI	Ford/Elite
FORD	ESC	Ford/Escort
FORD	EXP	Ford/EXP
FORD	FAI	Ford/Fairlane
FORD	FAR	Ford/Fairmont
FORD	FAL	Ford/Falcon
FORD	FES	Ford/Festiva
FIST		Fiesta (Ford import)
FORD	FRO	Ford/Frontenac
FORD	FUT	Ford/Futura (Falcon)
FORD	GAL	Ford/Galaxie
FORD	GRA	Ford/Granada
FORD	LAS	Ford/Laser (foreign & Puerto Rican distribution only)
FORD	LTD	Ford/LTD
FORD	LT2	Ford/LTD II
FORD	MAI	Ford/Mainline

VMA	VMO	Make/Model of AUTOMOBILE
FORD	MAV	Ford/Maverick
FORD	MOT	Ford/Model T
FORD	MUS	Ford/Mustang
FORD	NEV	Ford/Nevada
FORD	PIN	Ford/Pinto
FORD	PRO	Ford/Probe
FORD	RAH	Ford/Ranch
FORD	RAW	Ford/Ranch Wagon
FORD	RAN	Ford/Ranchero
FORD	SPE	Ford/Special
FORD	SQU	Ford/Squire (Falcon or Fairlane)
FORD	STA	Ford/Starliner
FORD	SUN	Ford/Sunliner
FORD	SUP	Ford/Super
FORD	TAU	Ford/Taurus
FORD	TEM	Ford/Tempo
FORD	THU	Ford/Thunderbird
FORD	TOR	Ford/Torino (Fairlane)
FORD	VIC	Ford/Victoria
FORD	XL	Ford/XL
FRAN		Franklin
FRAZ		Frazer
FRNA		Frazer-Nash
FREF	COM	French Ford/Comete
FREF	VED	French Ford/Vedette
FREF	VEN	French Ford/Vendome
FRIS		Frisky
GAZ		Gaz
GAZ	CHA	Gaz/Chaika
GAZ	VOL	Gaz/Volga
GMC	CAB	General Motors Corp./Caballero (Prior to 1981; 1981 and later, use truck make code GMC with model code TK and CABALLERO in MIS Field)
GMC	SPN	General Motors Corp./Sprint (VMA was GMSP)
CHEV	SPR	GEO/Metro (Use Sprint VMO)
CHEV	NOV	GEO/Nova (Use also for GEO Prizm beginning in 1989)
CHEV	NOV	GEO/Prizm (Use Nova VMO)
CHEV	SPE	GEO/Spectrum (Includes GEO Spectrum beginning in 1989)
CHEV	SPR	GEO/Sprint (Use also for GEO Metro beginning in 1989)
TAUN		German Ford (Taurus)
GIAN		Giannini
GILB		Gilbern
GINE		Ginetta
GITA		Gitane
GLAS	GOG	Glas/Goggomobile
GLSC		Glassic
GOLI		Goliath
GORD		Gordon
GRAC		Graciela
GRAH		Graham
GRAP		Graham-Paige
GRIF		Griffith
GSM		GSM
HEIN		Heinkel
HENR		Henry J.

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VMA	VMO	Make/Model of AUTOMOBILE
HICK		Hickey Trail-Blazer
HILL	16Ø	Hillman/16ØØ Series
HILL	DEL	Hillman/Deluxe
HILL	HUS	Hillman/Husky
HILL	IMP	Hillman/IMP
HILL	MIN	Hillman/Minx
HILL	SCP	Hillman/Sceptre
HILL	SNI	Hillman/Snipe
HILL	SUP	Hillman/Super Minx
HIND		Hindustan
HINO		Hino
HOLD		Holden
ASVE	AV	(homemade or assembled from parts)
HOND	ACC	Honda/Accord
HOND	CIV	Honda/Civic
HOND	PRE	Honda/Prelude
HONG		Hongki or Hong-Chi
HORC		Horch Limousine
HOTC		Hotchkiss
HRG		HRG
HUDS	COM	Hudson/Commodore
HUDS	DEL	Hudson/Deluxe
HUDS	HOR	Hudson/Hornet
HUDS	ITA	Hudson/Italia
HUDS	JET	Hudson/Jet
HUDS	PAC	Hudson/Pacemaker
HUDS	RAM	Hudson/Rambler
HUDS	SUP	Hudson/Super
HUDS	WAS	Hudson/Wasp
HUME		Humbee Surrey
HUMB	HAW	Humber/Hawk
HUMB	SNI	Humber/Snipe
HUPM		Hupmobile
HYUN		Hyundai
HYUN	EXC	Hyundai/Excel
HYUN	PON	Hyundai/Pony
HYUN	SON	Hyundai/Sonata
HYUN	STE	Hyundai/Stellar
IAME		I. A. M. E.
IKA		I. K. A.
IMPB		I. M. P. (U.S.)
		<u>Imperial</u> -- Codes below are only for 198Ø and earlier models. For 1981 and beyond, see Chrysler.
IMPE	CRO	Imperial/Crown
IMPE	CUS	Imperial/Custom
IMPE	LEB	Imperial/Le Baron
INNO		Innocenti
INME		Intermeccanica
INTL	TK	International Harvester/Scout (VMO was SCT) (truck)
INTL	TK	International Harvester/Travelall (truck)
ISET		Isetta
ISO		ISO
ISU		Isuzu
---		Isuzu/Amigo (Enter using Truck Make Code. See page VEH-87.)
ISU	IMA	Isuzu/I-Mark
ISU	IMP	Isuzu/Impulse

VMA	VMO	Make/Model of AUTOMOBILE
ITAI		Italia
ITAF	ANG	Italian Ford/Anglia
JAGU	24L	Jaguar/2.4 Litre
JAGU	34L	Jaguar/3.4 Litre
JAGU	38L	Jaguar/3.8 Litre
JAGU	42L	Jaguar/4.2 Litre
JAGU	34Ø	Jaguar/34Ø
JAGU	42Ø	Jaguar/42Ø
JAGU	ETY	Jaguar/"E" Type
JAGU	MAR	Jaguar/Mark V Series
JAGU	MTS	Jaguar/Mark Ten Salon
JAGU	V12	Jaguar/V12
JAGU	VAN	Jaguar/Vanden Plas
JAGU	XJ	Jaguar/XJ
JAGU	XJC	Jaguar/XJC
JAGU	XJS	Jaguar/XJS
JAGU	XJ6	Jaguar/XJ6
JAGU	J12	Jaguar/XJ12
JAGU	XJ4	Jaguar/XJ4Ø
JAGU	XK	Jaguar/XK Series
JAGU	XKE	Jaguar/XK-E Series
		<u>Jeep</u> -- All are considered <u>trucks</u> . See page VEH-87.
JENS	HEA	Jensen/Healy
JENS	INT	Jensen/Interceptor
JETM		Jetmobile
JOWE		Jowett
KAIS	CAR	Kaiser/Carolina
KAIS	DAR	Kaiser/Darrin
KAIS	DEL	Kaiser/Deluxe
KAIS	DRA	Kaiser/Dragon
KAIS	MAN	Kaiser/Manhattan
VOLK	KAR	Karmann-Ghia (VMA was KARG)
KIMI		King Midget
KURT		Kurtis Kraft
LADA		Lada (imported from USSR)
LADA		Lada/Niva
LAGO		Lagonda
LAMO	COU	Lamborghini/Countach
LAMO	JAL	Lamborghini/Jalpa
LAMO	ESP	Lamborghini/Espada
LAMO	JAR	Lamborghini/Jarma
LAMO	MIU	Lamborghini/Miura SV
LANC		Lanchester
LNCI	BER	Lancia/Berlina
LNCI	BET	Lancia/Beta Series
LNCI	FLA	Lancia/Flavia
LNCI	FLM	Lancia/Flaminia
LNCI	FUL	Lancia/Fulvia
LNCI	ZAG	Lancia/Zagato
LALL		LaSalle
LASE		Laser
LEAF		Lea-Francis
LINC	CON	Lincoln-Continental/Continental
LINC	CUS	Lincoln-Continental/Custom
LINC	MK2	Lincoln-Continental/Mark II
LINC	MK3	Lincoln-Continental/Mark III
LINC	MK4	Lincoln-Continental/Mark IV

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A U T O M O B I L E VMA and VMO Codes by Make and by VMA

VMA	VMO	Make/Model of AUTOMOBILE
LINC	MK5	Lincoln-Continental/Mark V
LINC	MK6	Lincoln-Continental/Mark VI
LINC	MK7	Lincoln-Continental/Mark VII
LINC	PRE	Lincoln-Continental/Premiere
LINC	STA	Lincoln-Continental/Standard
LINC	TOW	Lincoln-Continental/Towncar
LINC	VER	Lincoln-Continental/Versailles
LINC	ZEP	Lincoln-Continental/Zephyr
LLOY		Lloyd
LNCI		(See Lancia Make)
LOCO		Locomobile
LOLA		Lola
LOND		London Motors Corporation
LOOD		Loodcraft
LOTU	ECL	Lotus/Eclat
LOTU	ELA	Lotus/Elan
LOTU	ELI	Lotus/Elite
LOTU	ESP	Lotus/Esprit
LOTU	SUP	Lotus/Super 7
LOTU	PLU	Lotus/Plus Two
LOTU	EUR	Lotus/Europa
MARC		Marcos
AMER	MAR	Marlin (A.M.C.)
MARM		Marmon
MASE	228	Maserati/228
MASE	425	Maserati/425
MASE	430	Maserati/430
MASE	2000	Maserati/2000
MASE	350	Maserati/3500 Series
MASE	400	Maserati/4000 Series
MASE	420	Maserati/4200 GT
MASE	500	Maserati/5000 Series
MASE	BIT	Maserati/Biturbo
MASE	BOR	Maserati/Bora
MASE	GHI	Maserati/Ghibli
MASE	GTI	Maserati/GTI Series
MASE	IND	Maserati/Indy
MASE	KHA	Maserati/Khamsin
MASE	MER	Maserati/Merak
MASE	MEX	Maserati/Mexico
MASE	MIS	Maserati/Mistrell
MASE	QUA	Maserati/Quattroporte
MASE	SEB	Maserati/Sebring
MATA		Matra
MAXL		Maxwell
MAZD	323	Mazda/323
MAZD	616	Mazda/616
MAZD	618	Mazda/618
MAZD	626	Mazda/626
MAZD	808	Mazda/808 Series (Piston Engine)
MAZD	929	Mazda/929
MAZD	MX6	Mazda/MX-6
MAZD	RX2	Mazda/RX2 (Rotary Engine)
MAZD	RX3	Mazda/RX3 (Rotary Engine)
MAZD	RX4	Mazda/RX4 (Rotary Engine)
MAZD	RX7	Mazda/RX7
MAZD	CSM	Mazda/Cosmo
MAZD	GLC	Mazda/GLC ("Great Little Car")
MAZD	MIA	Mazda/Miata

VMA	VMO	Make/Model of AUTOMOBILE
MAZD	MIS	Mazda/Miser (Piston Engine)
MAZD	TK	Mazda/Sport Truck
MBM		M.B.M.
MBCC		McBurnie Coach Craft, Inc., Santee, CA
MEAN		Mean
MERZ	180	Mercedes-Benz/180 Series
MERZ	190	Mercedes-Benz/190 Series
MERZ	200	Mercedes-Benz/200 Series
MERZ	219	Mercedes-Benz/219
MERZ	220	Mercedes-Benz/220 Series
MERZ	230	Mercedes-Benz/230 Series
MERZ	240	Mercedes-Benz/240
MERZ	250	Mercedes-Benz/250 Series
MERZ	260	Mercedes-Benz/260 Series
MERZ	280	Mercedes-Benz/280 Series
MERZ	300	Mercedes-Benz/300 Series
MERZ	380	Mercedes-Benz/380 Series
MERZ	420	Mercedes-Benz/420 Series
MERZ	450	Mercedes-Benz/450 Series
MERZ	560	Mercedes-Benz/560 Series
MERZ	600	Mercedes-Benz/600
MERC	S22	Mercury/S-22
MERC	S33	Mercury/S-33
MERC	S55	Mercury/S-55
MERC	BOB	Mercury/Bobcat
MERC	BRE	Mercury/Breezeway
MERC	BRO	Mercury/Brougham
MERC	CLI	Mercury/Caliente
MERC	CAP	Mercury/Capri, 1979 and newer models (For 1978 and older models, see Make Capri on VEH-48.)
MERC	COL	Mercury/Colony Park
MERC	COM	Mercury/Comet
MERC	CMM	Mercury/Commuter
MERC	COU	Mercury/Cougar
MERC	CCR	Mercury/Country Cruiser
MERC	CUS	Mercury/Custom
MERC	CYC	Mercury/Cyclone
MERC	LN7	Mercury/LN7
MERC	LYN	Mercury/Lynx
MERC	MAR	Mercury/Marquis
MERC	MAU	Mercury/Marauder
MERC	MED	Mercury/Medalist
		Mercury/Meteor (see Make Meteor)
MERC	MNH	Mercury/Monarch
MERC	MOT	Mercury/Montclair
MERC	MGO	Mercury/Montego
MERC	MON	Mercury/Monterey
MERC	PAR	Mercury/Parklane
MERC	SAB	Mercury/Sable
MERC	TOP	Mercury/Topaz
MERC	TRA	Mercury/Tracer
MERC	TUR	Mercury/Turnpike Cruiser
MERC	VIL	Mercury/Villager
MERC	VOY	Mercury/Voyager
MERC	ZEP	Mercury/Zephyr
MERK		Merkur
MERK	XR4	Merkur/XR4Ti

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VMA	VMO	Make/Model of AUTOMOBILE
MERK	SCO	Merkur/Scorpio
MESS	KR	Messerschmitt/KR200
MESS	KR1	Messerschmitt/KR201
MESS	TIG	Messerschmitt/Tiger
METE	COY	Meteor (Canadian Mercury)/Country Sedan
METE	LEM	Meteor (Canadian Mercury)/Lemoyne
METE	MON	Meteor (Canadian Mercury)/Montcalm
METE	MGO	Meteor (Canadian Mercury)/Montego
METE	NIA	Meteor (Canadian Mercury)/Niagara
METE	RAW	Meteor (Canadian Mercury)/Ranch Wagon
METE	RID	Meteor (Canadian Mercury)/Rideau
METE	S33	Meteor (Canadian Mercury)/S-33
METR		Metropolitan
MG	MG1	MG/1100
MG	160	MG/1600
MG	MAG	MG/Magnette
MG	MAR	MG/Marina
MG	MKT	MG/Mark II
MG	MID	MG/Midget
MG	MGA	MG/MGA
MG	MGB	MG/MGB
MG	MGG	MG/MGB/GT
MG	MGC	MG/MGC
MG	MGT	MG/MGC/GT
MG	4R	MG/Princess 4-R
MG	SPS	MG/Sports Sedan
MG	SPR	MG/Sprite
MG	TF	MG/TF Series
MIKA		Mikasa
MIKR		Mikrus
MIST		Mistral
MITA	CHA	Mitsubishi/Chariot
MITA	COR	Mitsubishi/Cordia
MITA	ECL	Mitsubishi/Eclipse
MITA	GAL	Mitsubishi/Galant
MITA	LAN	Mitsubishi/Lancer
MITA	MIN	Mitsubishi/Minica
MITA	MIR	Mitsubishi/Mirage
MITA	PRE	Mitsubishi/Precis
MITA	SIG	Mitsubishi/Sigma
MITA	STA	Mitsubishi/Starion
MITA	TRE	Mitsubishi/Tredia
MODE	MOD	Model A and Model T Motor Car Reproduction Corp./Model A
MODE	THU	Model A and Model T Motor Car Reproduction Corp./1955 Thunderbird
MDNA	250	Modena/GT250
MONA	LUC	Monarch/Lucerne
MONA	RIC	Monarch/Richelieu
MONA	SCP	Monarch/Sceptre
MORE		Moretti
MORG	MK5	Morgan/ 4/4 Mark 5
MORG	PI4	Morgan/Plus 4 Series
MORR	850	Morris/850 Series
MORR	110	Morris/1100
MORR	DEL	Morris/Deluxe
MORR	MII	Morris/Mini Series
MORR	MIN	Morris/Minor
MORR	OXF	Morris/Oxford
MORR	TRV	Morris/Traveller

VMA	VMO	Make/Model of AUTOMOBILE
MOSK		Moskvitch
MUNT	JET	Muntz/Jet
MURE		Murena
MZMA		Mzma
NARD		Nardi-Danese
NAHE		Nash-Healy
NASH	AMB	Nash/Ambassador
NASH	LAF	Nash/Lafayette
NASH	MET	Nash/Metropolitan
NASH	RAM	Nash/Rambler
NASH	STA	Nash/Statesman
NAHE		Nash-Healy
NECK		Neckar
NISS	200	Nissan/200 SX
NISS	240	Nissan/240 SX
NISS	300	Nissan/300ZX
NISS	MAX	Nissan/Maxima
NISS	PUL	Nissan/Pulsar
NISS	SEN	Nissan/Sentra (NOTE: Datsun and Nissan have merged.)
NISS	STA	Nissan/Stanza
NSUF		Nsu-Fiat
NSU	110	Nsu Prinz/110 Type
NSU	100	Nsu Prinz/1000
NSU	AVA	Nsu Prinz/Auto Nova
NSU	PRI	Nsu Prinz/Prinz
NSU	SPI	Nsu Prinz/Spider (Wankel)
OAKL		Oakland
OGLE		Ogle
OHTA		Ohta
OLDS	442	Oldsmobile/4-4-2
OLDS	88	Oldsmobile/88
OLDS	98	Oldsmobile/98
OLDS	CAL	Oldsmobile/Calais
OLDS	CRV	Oldsmobile/Caravan
OLDS	CUS	Oldsmobile/Custom
OLDS	CCR	Oldsmobile/Custom Cruiser
OLDS	CUT	Oldsmobile/Cutlass
OLDS	CUT	Oldsmobile/Cutlass/Ciera
OLDS	DLM	Oldsmobile/Delmont 88
OLDS	DLT	Oldsmobile/Delta 88
OLDS	DEL	Oldsmobile/Deluxe
OLDS	DYN	Oldsmobile/Dynamic 88
OLDS	F85	Oldsmobile/F-85
OLDS	FZA	Oldsmobile/Firenza
OLDS	HOL	Oldsmobile/Holiday
OLDS	JTF	Oldsmobile/Jetfire
OLDS	JTS	Oldsmobile/Jetstar
OLDS	OME	Oldsmobile/Omega
OLDS	REG	Oldsmobile/Regency (Ninety-Eight Series)
OLDS	ROY	Oldsmobile/Royale
OLDS	STD	Oldsmobile/Standard
OLDS	STA	Oldsmobile/Starfire
OLDS	SUP	Oldsmobile/Super 88
OLDS	SUR	Oldsmobile/Supreme
OLDS	TOR	Oldsmobile/Toronado
OLDS	VIS	Oldsmobile/Vista Cruiser

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VMA	VMO	Make/Model of AUTOMOBILE	VMA	VMO	Make/Model of AUTOMOBILE
OMEG		Omega (Italian)	PLYM	CRA	Plymouth/Cranbrook
OPEL	190	Opel (imported by Buick)/1900	PLYM	CRK	Plymouth/Cricket (imported)
OPEL	CAR	Opel (imported by Buick)/Caravan	PLYM	DUS	Plymouth/Duster
OPEL	DP	Opel (imported by Buick)/Diplomat	PLYM	FUR	Plymouth/Fury (also Gran Fury)
OPEL	GT	Opel (imported by Buick)/GT	PLYM	GTX	Plymouth/GTX
OPEL	ISU	Opel (imported by Buick)/Isuzu	PLYM	HOR	Plymouth/Horizon and Horizon/TC3
OPEL	KAD	Opel (imported by Buick)/Kadette	PLYM	LAS	Plymouth/Laser
OPEL	KAP	Opel (imported by Buick)/Kapitan	PLYM	PLA	Plymouth/Plaza
OPEL	LUX	Opel (imported by Buick)/Luxus	PLYM	REL	Plymouth/Reliant
OPEL	MAN	Opel (imported by Buick)/Manta	PLYM	RRU	Plymouth/Road Runner
OPEL	OLY	Opel (imported by Buick)/Olympia	PLYM	SAP	Plymouth/Sapporo (imported)
OPEL	RAL	Opel (imported by Buick)/Rallye	PLYM	SAT	Plymouth/Satellite
OPEL	REK	Opel (imported by Buick)/Rekord	PLYM	SAV	Plymouth/Savoy
OPER		Open Roadsters of Texas	PLYM	SCA	Plymouth/Scamp (Valiant)
OSCA		Oscia	PLYM	SIG	Plymouth/Signet (Valiant)
OSI		Osi	PLYM	SUB	Plymouth/Suburban
OTOS		Otosan	PLYM	SUN	Plymouth/Sundance
OVER		Overland	PLYM	TK	Plymouth/Trail Duster (truck)
PACK	BAL	Packard/Balboa	PLYM	TUR	Plymouth/Turismo
PACK	CAR	Packard/Caribbean	PLYM	VAL	Plymouth/Valiant
PACK	CAV	Packard/Cavalier	PLYM	VIP	Plymouth/Vip
PACK	CLI	Packard/Clipper	PLYM	VOL	Plymouth/Volare
PACK	PAT	Packard/Patrician	PLYM	TK	Plymouth/Voyager (truck)
PACK	PRD	Packard/Predictor	POIR		Poirier
PACK	REQ	Packard/Request	PONT	2P2	Pontiac/2+2
PALL		Palliser (racing car)	PONT	600	Pontiac/6000
PANH		Panhard	PONT	AST	Pontiac/Astre
PANE	DEV	Panther Westwinds, Ltd./DeVille	PONT	BON	Pontiac/Bonneville
PANE	J72	Panther Westwinds, Ltd./J72	PONT	CAT	Pontiac/Catalina
PANE	KAL	Panther Westwinds, Ltd./Killista	PONT	CHI	Pontiac/Chieftain
PANE	LIM	Panther Westwinds, Ltd./Lima	PONT	CUS	Pontiac/Custom
PEAC		Peace	PONT	DEL	Pontiac/Deluxe
PEEL		Peel	PONT	EXE	Pontiac/Executive
PEER		Peerless	PONT	FIE	Pontiac/Fiero
PEGA		Pegaso	PONT	FBD	Pontiac/Firebird
PEUG	203	Peugeot/203	PONT	GRM	Pontiac/Grand AM
PEUG	304	Peugeot/304	PONT	GRA	Pontiac/Grand Prix
PEUG	403	Peugeot/403	PONT	GRD	Pontiac/Grand Ville
PEUG	404	Peugeot/404	PONT	GTO	Pontiac/GTO
PEUG	405	Peugeot/405	PONT	J20	Pontiac/J2000
PEUG	504	Peugeot/504 Series	PONT	LEM	Pontiac/LeMans
PEUG	505	Peugeot/505 Series	PONT	PAR	Pontiac/Parisienne
PEUG	604	Peugeot/604	PONT	PHO	Pontiac/Phoenix
PHOE		Phoenix	PONT	SAF	Pontiac/Safari
PRCA		Pierce Arrow	PONT	SKY	Pontiac/Sky Chief
PINI		Pinifarina	PONT	STA	Pontiac/Star Chief
PINI	SPI	Pinifarina/Spidereuropa	PONT	STR	Pontiac/Streamliner
PLAY		Playboy	PONT	SUN	Pontiac/Sunbird
PLYM	ACC	Plymouth/Acclaim	PONT	SUP	Pontiac/Super Chief
PLYM	AOW	Plymouth/Arrow (imported)	PONT	T10	Pontiac/T-1000
PLYM	BAR	Plymouth/Barracuda	PONT	TEM	Pontiac/Tempest
PLYM	BEL	Plymouth/Belvedere	PONT	TGO	Pontiac/Tempest GTO
PLYM	CAM	Plymouth/Cambridge	PONT	VEN	Pontiac/Ventura
PLYM	CRL	Plymouth/Caravelle	PONI	GPA	Pontiac (Canadian)/Grand Parisienne
PLYM	CHA	Plymouth/Champ (imported)	PONI	LAU	Pontiac (Canadian)/Laurentian
PLYM	CLT	Plymouth/Colt (Distributed in Canada only)	PONI	PAR	Pontiac (Canadian)/Parisienne
PLYM	COQ	Plymouth/Conquest (Model years 1984-1986)	PONI	STR	Pontiac (Canadian)/Strato Chief
			PORS	356	Porsche/356
			PORS	911	Porsche/911
			PORS	912	Porsche/912

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VMA	VMO	Make/Model of AUTOMOBILE
PORS	914	Porsche/914
PORS	924	Porsche/924
PORS	928	Porsche/928
PORS	930	Porsche/930
PORS	944	Porsche/944
PORS	130	Porsche/1300
PORS	150	Porsche/1500
PORS	160	Porsche/1600
PORS	CAB	Porsche/Cabriolet
PORS	CAR	Porsche/Carrera
PORS	KAR	Porsche/Karman
PORS	STA	Porsche/Standard
PORS	SUP	Porsche/Super
PORS	TGA	Porsche/Targa
PRAI		Prairie Schooner
PRMO		Prince Motors
PROG		Progress
PTV		PTV
PUCH		Puch
PUMM		Puma

Rambler - manufactured prior to '66
(1966 and later Ramblers manufactured by American Motors; see American Motors)

RAMB	AMB	Rambler/Ambassador
RAMB	ARN	Rambler/American (VMO was AME)
RAMB	CLA	Rambler/Classic
RAMB	CUS	Rambler/Custom
RAMB	DEL	Rambler/Deluxe
RAMB	SUP	Rambler/Super
RAMB	TYP	Rambler/Typhoon
RAMS		Ramses
RELA		Reliant
RENA	18	Renault/18i
RENA	750	Renault/750
RENA	R4	Renault/R-4
RENA	R5	Renault/R-5
RENA	R8	Renault/R-8
RENA	R10	Renault/R-10
RENA	R12	Renault/R-12
RENA	R15	Renault/R-15
RENA	R16	Renault/R-16
RENA	R17	Renault/R-17
AMER	ALI	Renault/Alliance (Alliance is a cooperative product of Renault and American Motors.)
RENA	CRV	Renault/Caravelle
RENA	DAU	Renault/Dauphine
RENA	EST	Renault/Estafette
RENA	EXP	Renault/Export
RENA	FGO	Renault/Fuego
RENA	GON	Renault/Gordini
RENA	LEC	Renault/Le Car
RENA	LX	Renault/Luxe
REO		Reo
RIND		Rich Industries
RILE		Riley
ROCH		Rochdale
ROK		Rockne

ROL	CAM	Rolls-Royce/Camargue
ROL	COR	Rolls-Royce/Corniche
ROL	MUL	Rolls-Royce/Mulsanne
ROL	PHA	Rolls-Royce/Phantom
ROL	SIC	Rolls-Royce/Silver Cloud
ROL	SID	Rolls-Royce/Silver Dawn
ROL	SIS	Rolls-Royce/Silver Shadow
ROL	SSP	Rolls-Royce/Silver Spirit
ROL	SPR	Rolls-Royce/Silver Spur
ROL	SIW	Rolls-Royce/Silver Wraith
ROOT	ALP	Rootes/Alpine
ROOT	ARR	Rootes/Arrow
ROOT	IMP	Rootes/IMP
ROOT	TIG	Rootes/Tiger
ROV	200	Rover/2000
ROV	350	Rover/3500
ROV	3L	Rover/3 Litre
ROV	LR	Rover/Land Rover
ROV	MK4	Rover/Mark IV
RYCS		Rycca

SAA	090	Saab/090
SAA	92	Saab/92
SAA	93	Saab/93 & 93B
SAA	95	Saab/95
SAA	96	Saab/96
SAA	97	Saab/97
SAA	99	Saab/99
SAA	G75	Saab/GT 750
SAA	90A	Saab/9000
SABR		Sabra
SAPP		(Obsolete code for Plymouth/Sapporo)
SATR		Saturn
STRN		Saturn* (By General Motors)
SEAT		Seat
SERA		Sera
SHEB	G35	Shelby American/Cobra GT 350
SHEB	G50	Shelby American/Cobra GT 500
SIAT		Siata
SILA		Sila Autoretta
SIM	100	Simca/1000 & 1000 GL
SIM	ARO	Simca/Aronde
SIM	BER	Simca/Bertone
SIM	ETO	Simca/Etoile
SIM	GLS	Simca/GLS
SIM	VED	Simca/Vedette
SIN	CHA	Singer/Chamois
SIN	VOG	Singer/Vogue
SKOD		Skoda
SOVA		Sovam
STAN		Standard
STAR		Star
STLG	825	Sterling/825
STLG	827	Sterling/827
STEY		Steyr-Puch
STRA		Strale
STU	AVA	Studebaker/Avanti
STU	CHA	Studebaker/Challenger
STU	CHM	Studebaker/Champion
STU	COM	Studebaker/Commander
STU	CRU	Studebaker/Cruiser
STU	DAY	Studebaker/Daytona

*New General Motors Division scheduled for release in early fall.

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AUTOMOBILE VMA and VMO Codes by Make and by VMA

VMA	VMO	Make/Model of AUTOMOBILE	VMA	VMO	Make/Model of AUTOMOBILE
STU	GRA	Studebaker/Gran Turismo	TRAB		Trabant
STU	HAW	Studebaker/Hawk Series	TRIU	250	Triumph/250
STU	LAN	Studebaker/Landall	TRIU	120	Triumph/1200
STU	LAR	Studebaker/Lark Series	TRIU	125	Triumph/1250
STU	PRE	Studebaker/President	TRIU	130	Triumph/1300
STU	RGL	Studebaker/Regal	TRIU	200	Triumph/2000
STU	SCO	Studebaker/Scotsman	TRIU	GT	Triumph/GT Series
STU	WAG	Studebaker/Wagonaire	TRIU	HER	Triumph/Herald
STUZ		Stutz	TRIU	SPI	Triumph/Spitfire
SUBA	100	Subaru/100 Series	TRIU	SP6	Triumph/Sport "6"
SUBA	110	Subaru/1100 Series	TRIU	STA	Triumph/Stag
SUBA	130	Subaru/1300 Series	TRIU	TR3	Triumph/TR-3 & TR-3A
SUBA	140	Subaru/1400 Series	TRIU	TR4	Triumph/TR-4 & TR-4A
SUBA	160	Subaru/1600 Series	TRIU	TR6	Triumph/TR6
SUBA	DL	Subaru/DL	TRIU	TR7	Triumph/TR7
SUBA	FE2	Subaru/FE2	TRIU	TR8	Triumph/TR8
SUBA	GL	Subaru/GL	TRIU	VIT	Triumph/Vitesse
SUBA	GLF	Subaru/GLF	TROJ		Trojan
SUBA	JUS	Subaru/Justy	TUCK		Tucker
SUBA	LEG	Subaru/Legacy	TURN		Turner
SUBA	LEO	Subaru/Leone GL Coupe	TVR	VIX	TVR/Vixen
SUBA	LOY	Subaru/Loyale	TVR	TUS	TVR/Tuscan
SUBA	RX	Subaru/RX	TZ		TZ
SUBA	STA	Subaru/Standar			
SUBA	XT6	Subaru/XT6	UNIC		Unicar
SUBA	XTC	Subaru/XT Coupe	UNIP		Unipower
SUNB	ALP	Sunbeam/Alpine	USEL	LTC	U.S. Electricar Corp./Lectric Leopard
SUNB	ARR	Sunbeam/Arrow			
SUNB	DEL	Sunbeam/Deluxe	VAL		Val
SUNB	IMP	Sunbeam/IMP	VALK		Valkrie
SUNB	MIN	Sunbeam/Minx	VNDN		Vanden Plas
SUNB	RAP	Sunbeam/Rapier	VANG	DEL	Vanguard (Canada)/Deluxe
SUNB	TIG	Sunbeam/Tiger	VANG	ENS	Vanguard (Canada)/Ensign
SUPT		Super Two	VANG	LUX	Vanguard (Canada)/Luxury
SUZI		Suzuki	VANG	MK3	Vanguard (Canada)/Mark III
SUZI	SAM	Suzuki/Samari	VAUX	CRE	Vauxhall/Cresta
SUZU		Suzulight Su	VAUX	ENV	Vauxhall/Envoy
SYRE		Syrena	VAUX	EPC	Vauxhall/Epic
			VAUX	FIR	Vauxhall/Firenza
TAMA		Tama	VAUX	VEL	Vauxhall/Velox
TATR		Tatra	VAUX	VIC	Vauxhall/Victor
TAUN		Taunus (German Ford)	VAUX	VIV	Vauxhal/Viva
TCHA		Tchaika	VERI		Veritas
TRPE		Terraplane	VESP		Vespa
TJAA		Tjaarda	VOGA		Volga
TORN		Tornado (British)	VOLK	113	Volkswagen/113
TOYP		Toyopet	VOLK	412	Volkswagen/411/412
TOYT	CAM	Toyota/Camry	VOLK	120	Volkswagen/1200
TOYT	CAR	Toyota/Carina	VOLK	130	Volkswagen/1300
TOYT	CST	Toyota/Celica	VOLK	150	Volkswagen/1500
TOYT	COA	Toyota/Corolla	VOLK	BUG	Volkswagen/Beetle (Super Beetle or Bug)
TOYT	COR	Toyota/Corona	VOLK	CAB	Volkswagen/Cabridet
TOYT	CRE	Toyota/Cressida	VOLK	COR	Volkswagen/Corrado
TOYT	CRO	Toyota/Crown	VOLK	DAS	Volkswagen/Dasher
TOYT	TK	Toyota/Hi-Lux (truck)	VOLK	FB	Volkswagen/Fastback
TOYT	TK	Toyota/Landcruiser (truck) (VMO was LCR)	VOLK	FOX	Volkswagen/Fox
TOYT	MII	Toyota/Mark II	VOLK	GOL	Volkswagen/Golf
TOYT	MR2	Toyota/MR2	VOLK	JET	Volkswagen/Jetta
TOYT	STA	Toyota/Starlet	VOLK	KAR	Volkswagen/Karmann Ghia
TOYT	TER	Toyota/Tercel			

AUTOMOBILES

AUTOMOBILES

Illinois LEADS Reference Manual

VEHICLES (6)

A U T O M O B I L E VMA and VMO Codes by Make and by VMA

VMA	VMO	Make/Model of AUTOMOBILE
VOLK	TK	Volkswagen/Kombi, Campmobile (truck)
VOLK	TK	Volkswagen/Microbus or Bus (truck; VMO was MIC)
VOLK	PAS	Volkswagen/Passat
VOLK	POL	Volkswagen/Polo
VOLK	QTM	Volkswagen/Quantum
VOLK	RAB	Volkswagen/Rabbit
VOLK	SCI	Volkswagen/Scirocco
VOLK	SB	Volkswagen/Squareback
VOLK	SUR	Volkswagen/Sunroof
VOLK	THI	Volkswagen/The Thing
VOLK	TK	Volkswagen/Transporter or Van (truck; VMO was TRA)
VOLK	TK	Volkswagen/Vanagon (truck)
VOLK	VAR	Volkswagen/Variant
VOLV	122	Volvo/122 Series
VOLV	140	Volvo/140 Series
VOLV	164	Volvo/164 Series
VOLV	240	Volvo/240 Series
VOLV	260	Volvo/260 Series
VOLV	740	Volvo/740 Series
VOLV	745	Volvo 745 Series
VOLV	760	Volvo/760 Series
VOLV	765	Volvo 765 Series
VOLV	780	Volvo/780 Series
VOLV	180	Volvo/1800 Series
VOLV	190	Volvo/P1900
VOLV	444	Volvo/PV444
VOLV	544	Volvo/PV544
VOLV	COB	Volvo/Combi
VOLV	DL	Volvo/DL
VOLV	GL	Volvo/GL
VOLV	GLE	Volvo/GLE
VOLV	GLT	Volvo/GLT
VOLV	SPO	Volvo/Sport
WILL	TK	Wagoneer
WARS		Warszawa
WART		Wartburg
WARW		Warwick
WATF		Watford
WEND		Wendax
WHIP		Whippet
WILL	TK	Willys-Overland/Jeep
WILS		Wilson
WOLS		Wolseley
WOOD		Woodill Wildfire
WORT		Worthington Champ
YENK		Yenko
YLN		YLN (Yue Loong Motor Co.)
ZAPO		Zaporozhets
ZARC		Zar Car
ZCZY	YUG	ZCZ/Yugo
ZCZY		ZCZ (Yugoslavia)
ZETA		Zeta
ZIL		Zil (formerly Zis)
ZIM		Zim
ZIMR		Zimmerman Automobiles
ZUND		Zundapp
ZWIC		Zwickau

A U T O M O B I L E S

A U T O M O B I L E S

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: TOWED AND IMPOUNDED
- B. TYPES INCLUDED: Includes any vehicle of any type which has been towed and or impounded by the authority of your department. The purpose of this kind of LEADS record entry is to assist larger departments with the chore of keeping track of what vehicles have been taken where. Records are filed in LEADS but not NCIC.
- C. ENTRY REQUIREMENTS: See paragraph V.A.9 on page VEH-34.
- D. FORMAT CALL CODE: LFR.FET. (Towed/Impounded entries can only be made in the appropriate format.)
- E. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV1T	Caution indicators may not be used.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-43	Find TYPE of VEHICLE and the corresponding page # for DETAILS.
VMO	See Notes	VEH-43	Find TYPE of VEHICLE and the corresponding page # for DETAILS.
VST	Required	VEH-43	Find TYPE of VEHICLE and the corresponding page # for DETAILS.
VIN	Optional*	VEH-158	
OAN	Not Allowed		
LIM	Optional	VEH-163	Not required, even for Illinois passenger car plates.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	
LIC	Optional*	VEH-174	
MIS	None		No MIS is available for Towed Vehicles - an Add-on entry must be made if additional information must be attached to the record.
TOWED TO	Required	VEH-180	
REASON	Required	VEH-181	
REQUESTED BY	Required	VEH-182	
TOWED BY	Required	VEH-183	
HOLD	Required	VEH-184	
AUTHORITY	Required	VEH-185	
TFA	Required	VEH-186	
TST	Required	VEH-187	
TFC	Required	VEH-188	

* The VIN must be entered in the VIN Field and/or LIY, LIS, LIT, and LIC (all four) must be entered. It is recommended that license data be entered whenever possible because a citizen inquiring as to the whereabouts of his vehicle is more likely to know the plate number than the VIN.

Illinois LEADS Reference Manual

VEHICLES (6)

TOWED AND IMPOUNDED (Continued)

E. SAMPLE ENTER PROBLEM: On August 1, 1991, Officer Jones, star #88, orders that a red, 1975, Chevrolet, Camaro be towed to the Tuxhorn Garage lot at 1300 N. Grand Ave. The vehicle was abandoned at mile post 88 on I-55 near Springfield and was obstructing traffic. The 2-door vehicle has VIN 1S87L5N504712 and the plates are 1991, Illinois, number AV9998. The vehicle may be released to the rightful owner upon payment of the tow and storage fees. Enter the vehicle as towed.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FET):

```
L EV1T TMP
DOT 080191 VCO RED VYR 75 VMA CHEV VMO CAM VST 2D
VIN 1S87L5N504712 OAN
LIM LIY 91 LIS IL LIT PC LIC AV9998
TOWED TO 1300 N GRAND REASON ABANDON
REQ BY AGENCY TOWED BY TUXHORN TOWING HOLD N AUTH ID 88
TFA MP88 TST I55 TFC SPRINGFIELD
OCA ORA PD WETOWEM IL ENT ZIG OPR AV
```

First line of Enter Acknowledgment Message:

ZIG V9136617 LEVIT..

G. MAKE (VMA), MODEL (VMO) & STYLE (VST) CODES: Page VEH-43 (yellow card) indicates that the details for entering an AUTOMOBILE begin on page VEH-45.

```
*****
*
* CANCELLATION RESPONSIBILITY
*
* It is the entering terminal agency's responsibility to immediately
* cancel a towed or impounded vehicle record when the vehicle is
* returned to the owner or sold at auction. It is not permissible
* to leave a record on file just because it will eventually be
* removed by an automatic purge. To do so is a violation of LEADS
* Regulations and Policies. See page REGS-19, paragraph VII.A.3.
*
*****
```


Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

A. VEHICLE CATEGORY: MOTORCYCLES

B. TYPES INCLUDED: Includes motorcycles, minicycles, mopeds (motorized bicycles), minibikes, motor bikes, motor scooters, etc. Also, "street legal" three-wheel motorcycles should be entered in this category, including custom-made, three-wheelers with state-assigned VINs (SVINs). Does not include ordinary bicycles with no motor, or 3-wheel motorcycles that are not "street legal" (the latter should be entered as All-Terrain Vehicles).

C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	For caution indicator suffixes, see VEH-147 and -148.
VCO	Optional	VEH-151	Enter if available.
VYR	Required	VEH-153	
VMA	Required	VEH-63	If homemade, enter 'HOMD'. If manufacturer is not listed, enter 'CYCL' in VMA and enter manufacturer's name as first item in the MIS Field. <u>Do not enter</u> the vehicle if the manufacturer's name cannot be determined.
VMO	Required	CYL	Always 'CYL'.
VST	Required	VEH-62	
VIN	Optional*	VEH-158	The model number plus the frame serial number make up the VIN. The frame number is the VIN, except for pre-1970 Harley-Davidson; which will require the engine number be used as the VIN.
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	Enter 'MC' for all standard, municipal, and state-owned plates. Enter 'MD' for motorcycle dealer plates.
LIC	Optional*	VEH-174	
MIS	Optional	VEH-176	If VMA is 'CYCL', first data item <u>must</u> be manufacturer's name. The <u>engine</u> serial number should always be entered in the MIS Field even in those cases where it is the same as the frame number. Also, give model number, number of cubic centimeters, accessories, etc. Use ordinary and easily readable abbreviated language. If the vehicle is a "street legal" three-wheel motorcycle, include the note "3W-MOTORCYCLE" in the MIS Field.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Either the VIN or OAN and/or the LIY, LIS, LIT, and LIC (all four) must be entered. For 1981 and later motorcycles, a 17-character VIN is not required; however if 17 characters are given, they must 'check-digit'.

Illinois LEADS Reference Manual

VEHICLES (6)

MOTORCYCLES (Continued)

E. SAMPLE ENTER PROBLEM: On August 10, 1991, you receive a theft report on a yellow, 1975, Honda motorcycle with engine number 75012 and frame number CB7501234567. The motorcycle has Illinois 1991 plate 12345 with October expiration. The complainant advised the motorcycle had a windscreen. The motorcycle was taken from 15120 Laramie, Oak Forest. Enter this record into LEADS/NCIC.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV   TMP STOLEN OAK FOREST
DOT 081091 VCO YEL   VYR 75  VMA HOND  VMO CYL  VST MC
VIN CB7501234567      OAN
LIM 10  LIY 91  LIS IL  LIT MC  LIC 12345
MIS WINDSCREEN, ENGINE NR 75012

SFA 15120  SST LARAMIE      SFC OAK FOREST
OCA 91-7912  ORA PD OAK FOREST  ENT ATF  OPR AV
```

NOTE: If the motorcycle is recovered without the engine, you should enter the engine as a vehicle part.

G. MAKE (VMA) & MODEL (VMO) CODES: See next page.

H. STYLE CODES (VST):

<u>VST</u>	<u>CYCLE STYLE</u>
MK	Minibike
MY	Minicycle
MD	Moped (low-powered, motorized bicycle)
MB	Motor Bike
MC	Motorcycle
MS	Motor Scooter
MV	Multi-Wheel Vehicle (A vehicle with two or more wheels that was produced for off-road use, but has been licensed as street-legal, e.g., three- and four-wheel motorcycles.)

Illinois LEADS Reference Manual

VEHICLES (6)

MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make

<u>VMA</u>	<u>VMO</u>	<u>Make of Motorcycle, Moped, Etc.</u>	<u>VMA</u>	<u>VMO</u>	<u>Make of Motorcycle, Moped, Etc.</u>
FLAN	CYL	A. Claeys Flandria, Belgium, imported by Saint Tropez	BIAN	CYL	Bianchi
HODA	CYL	Ace, Model of Hodaka	FLEO	CYL	Big Bear (mfd. by Flexo Products Co)
AJS	CYL	AJS	BIMO	CYL	Bi-Motor Stallion
AJW	CYL	AJW	BGHM	CYL	Bingham
ALEX	CYL	Alexander-Reynolds Corp.	BIRD	CYL	Bird
ALED	CYL	Allied	BKKT	CYL	Black Knight
ALLL	CYL	Allied Leisure, Inc.	VINC	CYL	Black Knight (Model of Vincent)
SEAR	CYL	Allstate (also see Sears, Roebuck)	INGL	CYL	Blanco, The (VMA was BLAN) Model of Intramotor
ALOU	CYL	Aloutte	BLAE	CYL	Blazer
ALPH	CYL	Alpha	BMW	CYL	BMW
ALSP	CYL	Alsport/Steen (also see Tri- Sport/Steen)	BOMB	CYL	Bombardier (also see Can Am & Puch)
AMBA	CYL	Ambassador	BNZA	CYL	Bonanza (also see Scout)
AMEN	CYL	Amen	BOND	CYL	Bond
AEAG	CYL	American Eagle (also see Eagle)	BRLI	CYL	Borella
AMI	CYL	American Microcar, Inc.	VESP	CYL	Bravo (VMA was BRAO) Model of Vespa
AMF	CYL	AMF	BREK	CYL	Break
AMME	CYL	Amnux	BRID	CYL	Bridgestone
AMPT	CYL	Amphicat	BRST	CYL	Briggs & Stratton Corp.
ANGL	CYL	Angel	BRON	CYL	Broncco
ALEX	CYL	Arco (mfd. by Alexander-Reynolds Corp.)	BRUT	CYL	Brutt
ARCA	CYL	Arctic Cat	BSA	CYL	BSA
AGYL	CYL	Argyle	BUG	CYL	Bug
ARIE	CYL	Ariel, British	BULT	CYL	Bultaco
ARTI	CYL	Artie	BURO	CYL	Burrito (also see J. C. Penney)
ASPS	CYL	Aspes	CAGI	CYL	Cagiva
ATAS	CYL	Atlas	CAFF	CYL	Califfo
ATEX	CYL	Attex	CABK	CYL	Campus Bike
AUG	CYL	Augustana	CANA	CYL	Can-Am
AURA	CYL	Auranthetic Charger	CACY	CYL	Caper Cycle
JAWA	CYL	Babetta (Mfd. by Jawa, imported by American Jawa, Ltd., Plainview, NY)	CAPR	CYL	Capri
BALK	CYL	Balkan	CALO	CYL	Capriolo
BANM	CYL	Bantam (VMA was BANT)	CAAR	CYL	Carabela
BRTT	CYL	Baretta (VMA was BARE)	CASL	CYL	Casal
BTVS	CYL	Batavus Mo-ped	CATM	CYL	Cat
BEBE	CYL	Bebe	CMCW	CYL	CCM/Clews
BDFL	CYL	Bender-Florin	CENT	CYL	Centaur
BENE	CYL	Benelli	CEZE	CYL	Cezetta
FLAN	CYL	Bermuda Bikes (VMA was BERU) Mfd. by A. Claeys Flandria of Belgium	CHAP	CYL	Chaparral
BETA	CYL	Beta	YAMA	CYL	Chappy (Mfd. by Yamaha Motor Corp.)
			CRGR	CYL	Charger
			CHTH	CYL	Cheetah
			CHIB	CYL	Chibi
			CHUI	CYL	Chuo
			VESP	CYL	CIAO (VMA was CIAO) Model of Vespa

MOTORCYCLES, MOPEDS, ETC.

MOTORCYCLES, MOPEDS, ETC.

Illinois LEADS Reference Manual

VEHICLES (6)

MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make

VMA	VMO	Make of Motorcycle, Moped, Etc.
CIMA	CYL	Cimatti
CIMA	CYL	City Bike (Model of Cimatti)
MOTN	CYL	Classic (Model of Motron)
CLIT	CYL	Clinton Engines Corp.
SWIT	CYL	C. M. Cub (Mfd. by SWI Tong Corp., imported by Convenience Machines)
CLMN	CYL	Coleman
ARIE	CYL	Colt (Model of Ariel)
SUZI	CYL	Colt (Mfd. by Suzuki Motor Corp., Old Code COLT)
COLB	CYL	Columbia Mfg. Co. (subsidiary Yard-Man Co., Columbia Commuter)
COMU	CYL	Commuter Industries, Inc.
COCO	CYL	Concord
COND	CYL	Condor
CONT	CYL	Continental
COOP	CYL	Cooper
CREL	CYL	Corbin Electric
COSM	CYL	Cosmo
COTN	CYL	Cotton
CRAF	CYL	Craftsman (also see Sears, Roebuck)
CUSH	CYL	Cushman
CUYL	CYL	Cuyler Corp.
CYCL	CYL	(unlisted make)
CYSC	CY	Cyclescoot
CZ	CYL	CZ (also see make Jawa/CZ)
DALE	CYL	Dalesman
DANU	CYL	Danuvia
DARW	CYL	Darwin
DERB	CYL	Derbi Motor Corp.
DKR	CYL	DKR
DKW	CYL	DKW
DMP	CYL	DMP
DOT	CYL	Dot
DOUM	CYL	Douglas
DUCA	CYL	Ducati
DYCY	CYL	Dynacycle
EGLE	CYL	Eagle (also see American Eagle)
ECOB	CYL	Eco-Bike Elec Motorcycle
EDWN	CYL	Edwins
ELCY	CYL	Electric Cycle
EMML	CYL	EML
ESIX	CYL	Essix
EXCR	CYL	Excelsior
EXPL	CYL	Explorer
ALEX	CYL	E-Z Rider (mfg. by Alexander-Reynolds Corp.)

VMA	VMO	Make of Motorcycle, Moped, Etc.
MOTN	CYL	Fairway (Model of Motron)
FNTM	CYL	Fantic
FHL	CYL	FHL
JU'IL	CYL	Five-Star ST, LTD Edition, or C2 (Mfd. by Juili Entp. Co., Ltd.; imported by General Moped Co., Inc.)
FLAN	CYL	Flandria, A. Claeys; Belgium, imported by Saint Tropez
FLEO	CYL	Flexo
FLYI	CYL	Flying Dutchman
FN	CYL	FN
FOMO	CYL	Foremost (also see J. C. Penney)
FOX	CYL	Fox
FOXI	CYL	Foxi
FRBA	CYL	Francis-Barnett
SEAR	CYL	Free Spirit, Sears brand
HMVE	CYL	Free-Way II (mfd. by H-M-Vehicles, Inc.)
FRUN	CYL	Fruin
FUJI	CYL	Fuji Robbt Jr (mfd. by H-M-Vehicles, Inc.)
GABB	CYL	Gabbiano
GADB	CYL	Gadabout
GARE	CYL	Garelli
GEMI	CYL	Gemini
GENR	CYL	General Moped Co., New York, NY
JUIL	CYL	General 5-Star (Mfd. by Juili Entp. Co., Ltd.; imported by General Moped Co., Inc.)
GILE	CYL	Gilera
GILL	CYL	Gill Mfg. Co.
GISN	CYL	Gilson
GITA	CYL	Gitane
GLBE	CYL	Globe
INGL	CYL	Gloria, The (VMA was GLOR) Model of Intramotor
GOGO	CYL	Gogomobile
GOKT	CYL	Go Kart
GLMB	CYL	Golfmobile
VESP	CYL	Grande (Model of Vespa)
GREV	CYL	Greeves
GRRM	CYL	GRM
GROV	CYL	Grove
GRYE	CYL	Grycner
GUZO	CYL	Guazzoni
GUIZ	CYL	Guizzo

MOTORCYCLES, MOPEDS, ETC.

MOTORCYCLES, MOPEDS, ETC.

Illinois LEADS Reference Manual

VEHICLES (6)

MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make

<u>VMA</u>	<u>VMO</u>	<u>Make of Motorcycle, Moped, Etc.</u>
HGON	CYL	Hagon
HANS	CYL	Hansa
HD	CYL	Harley-Davidson
NEGR	CYL	Harvard (Model of Negrini)
HAWT	CYL	Hawthorne
HEAL	CYL	Heald
HEAT	CYL	Heathkit
HEIN	CYL	Heinkel
HERC	CYL	Hercules
HRTR	CYL	Herter
HIAW	CYL	Hiawatha
HMVE	CYL	H-M-Vehicles, Inc.
HODA	CYL	Hodaka (Japan)
HOF	CYL	Hoffman
HLDH	CYL	Holandia Holder
HOMD	CYL	(homemade motorcycle, moped, etc.)
HOND	CYL	Honda
HORX	CYL	Horex
HUFY	CYL	Huffy Corp., Dayton, Ohio
HUML	CYL	Hummel
HUSK	CYL	Husky
HUSQ	CYL	Husqvarna
COLB	CYL	Imperial (mfd. by Columbia for Montgomery Ward)
IND	CYL	Indian
INGL	CYL	Intramotor Mopeds, Verona, Italy
ITAL	CYL	Italjet
ITAT	CYL	Italtelai Mfg. Co., Italy
ITAV	CYL	Italvelo
ITOM	CYL	Itom
JMS	CYL	James
JAWA	CYL	Jawa/CZ (also see CZ)
JB	CYL	JB
PENN	CYL	J. C. Penney (also see Burrito & Foremost)
JMCY	CYL	Jet
JOLI	CYL	Johnny Lightning
JUIL	CYL	Juili Enterprises Co., Ltd. (Kaohsiung, Taiwan)
JUIL	CYL	Juili Honey 50 (Mfd. by Juili Entp. Co., Ltd.; imported by General Moped Co., Inc.)
JPTR	CYL	Jupiter

<u>VMA</u>	<u>VMO</u>	<u>Make of Motorcycle, Moped, Etc.</u>
KAM	CYL	Kama
KMSR	CYL	Kamasura, U.S.A.
KAMI	CYL	Kami
KAWK	CYL	Kawasaki
MOTS	CYL	King Scorpion (Montesa)
KITK	CYL	Kitty Cat (Kit Kat)
KOMR	CYL	Komar
KRDL	CYL	Kreidler
KROM	CYL	Kromag (subsidiary of Puch)
KTM	CYL	KTM
LAMB	CYL	Lambretta
LANR	CYL	Lancer
LAVE	CYL	Laverda
LAZE	CYL	Lazer
LECT	CYL	Lectracan
LEKT	CYL	Lektracycle
LEM	CYL	Lem
MTBE	CYL	Lemoped (Model of Motobecane)
LILA	CYL	Lilac
LILN	CYL	Lil Indian
LOM	CYL	Lombard
LUKY	CYL	Lucky
LYMA	CYL	Lyman Metal Products Corp.
PUCH	CYL	Magnum MK II (Model of Puch)
MAIC	CYL	Maico
MALA	CYL	Malaguti
MALN	CYL	Malanca
MALY	CYL	Malyette
MANE	CYL	Manet
MRCO	CYL	Marco
MARU	CYL	Marusho
MASY	CYL	Massey
MTCH	CYL	Matchless
MATR	CYL	Matrette
MAV	CYL	Maverick
PUCH	CYL	Maxi (mfd. by Puch)
PUCH	CYL	Maxi Luxe (Model of Puch)
MOBE	CYL	MB (Moto Beta)
MDS	CYL	MDS
MOTN	CYL	Medalist (Model of Motron)
MERD	CYL	Merdian, England (absorbed Norton- Villiers which had bought out the Triumph Motor Corp.)

MOTORCYCLES, MOPEDS, ETC.

MOTORCYCLES, MOPEDS, ETC.

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VEHICLES (6)

MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make

VMA	VMO	Make of Motorcycle, Moped, Etc.
HEAL	CYL	Mini-Bronc (mfd. by Heald, Inc.)
MMCL	CYL	Mini-Marcellino
MINI	CYL	Miniscooter
MINN	CYL	Minelli
MTBE	CYL	Mobylette (VMA was MOBY) Model of Motobecane
MTD	CYL	Modern Tool & Die (MTD)
MOJA	CYL	Mojave
MNAR	CYL	Monarch
MNRK	CYL	Monark
MOND	CYL	Mondial
MONT	CYL	Monte
MOTS	CYL	Montesa
RIVS	CYL	Montgomery Ward (Riverside)
LEM	CYL	Morini Mini (see LEM, imported by Herdan Corp., Port Clinton, PA)
MTBE	CYL	Motobecane Moped (Mfd. by Motobecane of France, imported by Motobecane America, Ltd., Hackensack, NJ)
MBEE	CYL	Motobee
MOBE	CYL	Moto Beta
MOBI	CYL	Motobic
MOGU	CYL	Moto Guzzi
MOTM	CYL	Motom
MOMO	CYL	Moto Morini
MRTE	CYL	Motorette
MORU	CYL	Moto Rumi
COLB	CYL	Motrek (mfd. by Columbia Mfg. Co.)
MOTN	CYL	Motron Corp., Italy, distributed by Midway Distributing Co., Chico, CA
MTD	CYL	MTD (Modern Tool & Die)
MUHL	CYL	Muhlberg
MURR	CYL	Murray Ohio Mfg. Co. (Murray)
MUST	CYL	Mustang
MVAU	CYL	M.V. Agusta
MZ	CYL	MZ
NEGR	CYL	Negrini (Imported by Marina Mobili, Inc., Moonachie, New Jersey)
NEVM	CYL	Neval Motorcycles Limited
PUCH	CYL	Newport (Model of Puch)
NORM	CYL	Norman
NORT	CYL	Norton
NSU	CYL	NSU
NUON	CYL	Number One
NVTA	CYL	NVT America (moped)

VMA	VMO	Make of Motorcycle, Moped, Etc.
ODSS	CYL	Odyssey
OMEG	CYL	Omega
OPL	CYL	Opel
OSSA	CYL	Ossa
PACE	CYL	Pacemaker
ITAT	CYL	Pacer Moped (VMA was PCER) Mfd. by Italtelai Mfg. Co.; imported by Aeon International Corp., Ronkonkoma, New York
PACS	CYL	Pacesetter
PANN	CYL	Pannonia
PANT	CYL	Panther
PARI	CYL	Parilla
PAIS	CYL	Paris
PDV	CYL	PDV
PEDA	CYL	Pedalpower Electroped
PEDD	CYL	Peddlers Choice
PDRS	CYL	Pederson
PEGA	CYL	Pegaso
PENN	CYL	Penney, J. C. (also see Burrito & Foremost)
PENT	CYL	Penton
PEUG	CYL	Peugeot
PHOE	CYL	Phoenix
VESP	CYL	Piaggio (Model of Vespa)
PIAZ	CYL	Piazio
PINT	CYL	Pinto
POIN	CYL	Pointer
PONY	CYL	Ponycycle
POWL	CYL	Powell
PWDY	CYL	Power Dyne
PREM	CYL	Premier
PROG	CYL	Progress
PROM	CYL	Promark Products Corp.
HUFY	CYL	Prothunder (Mfd. by Huffy Corp.)
PRYE	CYL	Pryer Industries, Ada, Ohio
PUCH	CYL	Puch

Illinois LEADS Reference Manual

VEHICLES (6)

MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make

<u>VMA</u>	<u>VMO</u>	<u>Make of Motorcycle, Moped, Etc.</u>
RABB	CYL	Rabbit
RABJ	CYL	Rabbit, Jr.
RDER	CYL	Raider
RECO	CYL	Reconstructed
RECR	CYL	Recreative Industries, Inc.
BTVS	CYL	Regency (Model of Batavus)
REVN	CYL	Revcon
REX	CYL	Rex
RTCK	CYL	Rickman
RIVS	CYL	Riverside (Montgomery Ward)
RIVI	CYL	Riviera
AMF	CYL	Roadmaster (AMF)
RORU	CYL	Road Runner
ROCK	CYL	Rockford
RKWL	CYL	Rockwell
ROKN	CYL	Rokon
ROLL	CYL	Rollfast
ROEN	CYL	Royal Enfield
ROSO	CYL	Royal Sovereign
RUMI	CYL	Rumi
RUPP	CYL	Rupp
RUTT	CYL	Rutt
RUTM	CYL	Ruttman
SACH	CYL	Sachs
SAFA	CYL	Safari
SAFT	CYL	Safti
SALB	CYL	Salsbury
SANT	CYL	Santo
SARA	CYL	Saracen
SCAM	CYL	Scamp
SCOA	CYL	Scootalong
SCOR	CYL	Scorpion
SCOT	CYL	Scott
INGL	CYL	Scout, The (VMA was SCUT) Model of Intramotor
FLEO	CYL	Scrambler (mfd. by Flexo Products Co.)
SEAG	CYL	Seagull
SEAR	CYL	Sears, Roebuck & Co. (also see Allstate & Craftsman)
MTBE	CYL	Sebring (Model of Motobecane)

<u>VMA</u>	<u>VMO</u>	<u>Make of Motorcycle, Moped, Etc.</u>
SNSA	CYL	Sensation
SECY	CYL	Servicycle
SFM	CYL	SFM
SHL	CYL	SHL
TOMO	CYL	Silver Bullet (Model of Tomos)
SILP	CYL	Silver Pigeon
SMLX	CYL	Simplex
SIMS	CYL	Simson
SCAT	CYL	Skat (or Skat-Kitty)
SMBT	CYL	SMB Teleiamotre (Bologna, Italy)
SMIL	CYL	Smily
BIAN	CYL	Snark (VMA was SNAR) Mfd. by Bianchi Co., Italy, national distributor is Snark Mopeds, Inc.
SNOC	CYL	Snow Tri Scat
SLEL	CYL	Solo Electra
SOLO	CYL	Solo Motors, Inc.
MTBE	CYL	Solex (VMA was SOLX) Model of Motobecane
SONI	CYL	Soni II
SPAR	CYL	Sparta
SPED	CYL	Speed
SPBD	CYL	Speed Bird
SPWY	CYL	Speedway
SPRD	CYL	Sperry Rand
SPEG	CYL	Spirit Eagle
SPOR	CYL	Sportsman
SPCY	CYL	Springcycle
SPNT	CYL	Sprinter
SPRE	CYL	Sprite
	CYL	Steen (see Alsport/Steen and Tri- Sport/Steen)
SUN	CYL	Sun
SUNB	CYL	Sunbeam
HEAL	CYL	Super Bronc (mfd. by Heald, Inc.)
SUFL	CYL	Super Flea
HD	CYL	Super Glide (mfd. by Harley- Davidson)
HEAL	CYL	Super-Tryke (mfd. by Heald, Inc.)
SUVE	CYL	Suveda Tiger
SUZI	CYL	Suzuki
SWIT	CYL	SWI Tong Corp., Taiwan (imported by Convenience Machines)
SWM	CYL	SWM

MOTORCYCLES, MOPEDS, ETC.

MOTORCYCLES, MOPEDS, ETC.

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MOTORCYCLE, MOPED, Etc. VMA and VMO Codes by Make

VMA	VMO	Make of Motorcycle, Moped, Etc.
TACQ	CYL	Tacquito
TALG	CYL	Tailgater
TAKA	CYL	Taka (imported by Rockford)
TECU	CYL	Tecumseth
TEMP	CYL	Tempo
TSSY	CYL	Tessy
TESI	CYL	Testi
THPN	CYL	Thompson
TOHA	CYL	Tohatsu
TOMO	CYL	Tomos, Yugoslavia (distributed nationally by United Trade Representatives, New York, New York)
TORA	CYL	Tora (imported by Rockford)
TORR	CYL	Torrot
TG	CYL	Tote Gote
TYCO	CYL	Toyoco
TRDD	CYL	Trac
TRBZ	CYL	Trail Blazer
TRBO	CYL	Trail Boss
TRBR	CYL	Trail Breaker
HEAL	CYL	Trail Bronc (mfd. by Heald, Inc.)
TRFL	CYL	Trail Flight
TRHK	CYL	Trail Hawk
TRHO	CYL	Trail Horse
TRTR	CYL	Trail Tramp
TRSP	CYL	Trans-Sport
MTBE	CYL	Traveler (Model of Motobecane)
TRVS	CYL	Travis
TRIH	CYL	Trihawk, Inc.
TRIX	CYL	Trike
AMI	CYL	Tri-Ped (mfd. by American Microcar, Inc.)
TRRD	CYL	Tri-Rod
TRPT	CYL	Tri-Sport/Steen (formerly Alsport/Steen)
TRUM	CYL	Triumph (VMA was MERD; former code TRIU for use with AUTO entry only)
TUTR	CYL	Tule Trooper
TWST	CYL	Twister
TWN	CYL	TWN
TYAN	CYL	Tyran
CYCL	CYL	(unlisted make)
URAL	CYL	Ural

VMA	VMO	Make of Motorcycle, Moped, Etc.
VALI	CYL	Valiant
VANV	CYL	Van Veen
VATC	CYL	Van Tech
VEGL	CYL	Veglia
VLCT	CYL	Velocette
MTBE	CYL	Velosolex Moped (VMA was VELO) Model of Motobecane
VENU	CYL	Venus
VESP	CYL	Vespa
VICT	CYL	Victoria
VILL	CYL	Villiers
VINC	CYL	Vincent
RIVS	CYL	Wards (Riverside)
WASP	CYL	Wasp
WTSN	CYL	Watsonian
WAYN	CYL	Wayne
COLB	CYL	Western Flyer (mfd. by Columbia)
WHIT	CYL	White Motor Corp.
WHZR	CYL	Whizzer
WILD	CYL	Wildcat
WILG	CYL	Wildgoose
WILS	CYL	Wilson
WSK	CYL	WSK
YAMA	CYL	Yamaha
YANK	CYL	Yankee
SMBT	CYL	Yankee Peddler (see SMB Teleiamotre, imported by Manumark, Inc., Atlanta, Georgia)
COLB	CYL	Yard-Man (see Columbia Mfg. Co.)
YENC	CYL	Yenco
ZNEL	CYL	Zanella
ZOBO	CYL	Zoboda
ZUND	CYL	Zundapp

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

A. VEHICLE CATEGORY: FARM AND GARDEN EQUIPMENT

B. TYPES INCLUDED: Includes farm and garden tractors, riding lawn mowers, self-propelled farm implements such as combines and harvesters, etc. Farm trucks should be treated like any other trucks (see VEH-83) and wagons and trailers should be entered as trailers (see VEH-92).

C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See VEH-147 and -148 for caution indicator suffixes if needed.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-71	When manufacturer's name does not appear in the list, enter 'FARM' in the VMA and enter manufacturer's name as the first item in the MIS Field. <u>Don't enter the vehicle if the manufacturer's name cannot be determined.</u>
VMO	Required	FE	Always 'FE'.
VST	Required	VEH-70	
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	
LIC	Optional*	VEH-174	
MIS	Optional	VEH-176	If VMA is 'FARM', first data item must be the manufacturer's name. Also, be sure to indicate what kind of equipment is being entered, i.e., tractor, mower, etc.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Most vehicles in this category are not required to be licensed or registered. Therefore, entry of the VIN or OAN will be necessary. In those cases where there is a license plate, LIY, LIS, LIT and LIC (all four) should be entered along with the VIN or OAN if possible.

E. SAMPLE ENTER PROBLEM: On July 2, 1991, your department investigates the theft of a 36", 7 horsepower, Fast-Kut brand, riding lawn mower, Serial No. 765. The mower is red and is known as the "clipper" model, made in 1978. Enter a LEADS and NCIC record. Your case number is 91-F-49. The mower was taken from 10744 Ridgeland Avenue in Chicago Ridge.

Illinois LEADS Reference Manual

VEHICLES (6)

FARM & GARDEN EQUIPMENT (Continued)

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

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L EV   TMP STOLEN CHICAGO RIDGE
DOT 040291 VCO RED      VYR 78  VMA FARM  VMO FE  VST MO
VIN 765      OAN
LIM    LIY    LIS    LIT    LIC
MIS FAST-KUT, CLIPPER 36-IN MODEL MOWER

SFA 10744  SST RIDGELAND AVE      SFC CHICAGO RIDGE
OCA 91-F-49  ORA PD CHICAGO RIDGE  ENT XSX  OPR AV
    
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G. MAKE (VMA) & MODEL (VMO) CODES: Begin on the next page.

H. STYLE CODES (VST):

CODE	STYLE	COMMENTS
BH	Backhoe	
BK	Backhoe/Loader	
BC	Brush Chipper	
BD	Bulldozer	
CO	Combine	Also known as grain harvester.
CI	Corn Picker	
CK	Cotton Picker	
CZ	Cotton Stripper	
DE	Detasseling Equipment	
FS	Fertilizer Spreader	
FD	Field Chopper	Also known as a silage cutter.
FC	Flotation Chassis	Also known as implement carrier.
FL	Forklift	
GE	Generator	
GD	Grader	
HV	Harvester	
HL	Hay Bale Loader	
HY	Hay Baler	
HD	Hydraulic Dump	
LF	Lift Boom (Personnel)	Also known as orchard or cherry picker.
LD	Loader	
LK	Log Skidder	
MO	Mower, Riding or Garden Tractor	
MR	Mower-Conditioner, Grass or Hay	
DI	Potato Digger	
SC	Scraper	
SY	Sprayer	
TC	Tractor, Track-type	
TF	Tractor, Wheel-type	
TA	Tree Harvester	Also known as a feller-buncher.
TH	Trencher	
MF	Unpublished Style of Farm Equipment	
WE	Welder	
WN	Windrower	

Illinois LEADS Reference Manual

VEHICLES (6)

FARM & GARDEN EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of FARM & GARDEN EQUIPMENT	VMA	VMO	Make of FARM & GARDEN EQUIPMENT
ACEE	FE	Ace Enterprises, Inc., Miami, Fla.	BUSO	FE	Bushog Div., Subsidiary of Allied Products Corp., Selma, Alabama
ACMM	FE	Acme Mfg. Co., Inc.	BUTL	FE	Butler Mfg. Co.
ACOR	FE	Acorn Equipment Corp.	CALD	FE	Caldwell, E. L., & Sons, Inc.
AGCH	FE	Ag-Chem Equipment Co., Inc., Edina, Minnesota	CALM	FE	Calumet Co., Inc.
AGRA	FE	AG-Rain, Inc.	CANC	FE	Can-Car, Inc. (Tree-farmer equip- ment--Div. Hawker-Siddeley Canada, Ontario, Canada)
AIRC	FE	Aircap Manufacturers, Inc., Tupelo, Mississippi (Mfrs. powers mowers)	MURM	FE	Carry-All (Scrapers, rooters, and chisels--mfd. by Murray Mfg. Co.)
ALFA	FE	Allied Farm Equipment, Inc.	CASE	FE	Case, J.I., Co.; Subsidiary Tenneco, Inc.
ALLI	FE	Allis-Chalmers Corp.	CAT	FE	Caterpillar Tractor Co.
ALWY	FE	Alloway Mfg. Co., Inc.	CBMA	FE	C. B. Mfg. Co., Inc.
AMER	FE	AMC (Lawn & garden tractors-- mfd. by American Motors Corp. Detroit, Michigan)	CENY	FE	Century Engineering Corp.
AMCP	FE	AMCO Products	DITC	FE	Charles Machine Works, Inc., Ditch Witch Division
AMER	FE	American Motors Corp.	CHEM	FE	Chem-Farm, Inc.
AMTN	FE	American Trencher, Inc.	CHPT	FE	Chicago Pneumatic Tool Co.
AMMA	FE	Amerind-Mackissic, Inc.	CLAR	FE	Clark Equipment Co.
AMF	FE	AMF Lawn & Garden Div.; AMF, Inc.	GRVE	FE	Clark-Gravelly Corp. (Gravelly tractors)
LINM	FE	Apache (Mfd. by Lindig Mfg. Corp.)	CHIM	FE	Chipmore Mfg. Co., Inc., Bay City, Michigan (Mfrs. chippers)
ARIN	FE	Ariens Co.	CHRO	FE	Chromalloy American Corp., Farm Systems Division
ARPS	FE	Arps, Division Chromalloy American	COLM	FE	Columbia Tractor Mower
ASIN	FE	Ashland Industries, Inc.	COMT	FE	Comet Riding Mower
ATLT	FE	Atlas Tool & Mfg. Co.	DAYB	FE	Commando (Yard tractors--mfd. by Daybrook-Ottawa. Div.)
AUPR	FE	Austin Products, Inc.; Subsidiary Austin Industries, Inc.	CRFT	FE	Craftsman
AVCO	FE	Avco Corp.	INTL	FE	Cub Cadet (Mfd. by International Harvester Co., Sold to Cub Cadet Corp., 2/81)
BAMA	FE	Badger-Northland, Inc.; Subsidiary Massey-Ferguson, Inc.	CUBC	FE	Cub Cadet Corp., Subsidiary of MTD Products, Inc. (Purchased Cub Cadet tractor line from Inter- national Harvester Co. 2/81.)
BALZ	FE	Balzer Manufacturing Corp.	CULN	FE	Cullison Mfg., Inc.
BEPO	FE	Beaird-Poulon Div., Emerson Electric Co.	CMMS	FE	Cummins Engine Company
AMDI	FE	Bean (Old Code FMC) Sprayer - Mfd. by Agricultural Machinery Div., Food Machinery Group, FMC Corp., Jonesboro, Ark. (Formerly mfd. by the Fire Apparatus Operations Div., FMC Corp., Tipton, Indiana)	CUTU	FE	Cushman Turf-OMC Lincoln
BEVR	FE	Beaver Mfg. Corp.	DARF	FE	Darf Corp.
BELU	FE	Belarus Machinery, Inc., Milwaukee, Wisconsin	DATO	FE	Daton
BERE	FE	Berkeley Pump Co.	DAYB	FE	Daybrook-Ottawa Div., Div. of Gulf & Western Mfg. Co., Bowling Green, Ohio
BERV	FE	Ber-Vac (Canada)	DEGL	FE	Degelman Industries, Ltd. (Canada)
RCKL	FE	Big A (Mfd. by Rickel Mfg. Corp.)	DEER	FE	Deere, John; Deere & Co.
BLIN	FE	B-Line Farm Equipment Co.	DEMU	FE	De Muth Steel Products Co.
BMBM	FE	B-M-B Mfg. Co.	DEUT	FE	Deutz Tractor
OPED	FE	Bolens (Mfd. by Outdoor Power Equipment Div., FMC)	DEWE	FE	DEW Eze Mfg., Inc.
BOMF	FE	Bomford & Evershed, Ltd. (England)	DILM	FE	Dille & McGuire Mfg. Co., Richmond, Indiana
BRAF	FE	Bradford Industries, Bradford, Ill.	DIXO	FE	Dixon Industries, Inc., Coffeyville, Kansas
BRST	FE	Briggs & Stratton Corp.	DMI	FE	DMI, Inc., Goodfield, Illinois
BRIL	FE	Brillion Iron Works Div., Beatrice Foods Co.			
BOCE	FE	Broce Mfg. Co.			
BROH	FE	Broyhill Co., The			
BUNT	FE	Bunton Company, Louisville, Ky.			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

Illinois LEADS Reference Manual

VEHICLES (6)

FARM & GARDEN EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of FARM & GARDEN EQUIPMENT	VMA	VMO	Make of FARM & GARDEN EQUIPMENT
DUAM	FE	DuAl Mfg. Co.	GRVE	FE	Gravelly, Clark-Gravelly Corp.
DUNL	FE	Dunham Lehr, Inc.	GRAE	FE	Graves Mfg. Co.
DURI	FE	Durabilt Industries, Inc.	GREB	FE	Great Bend Mfg. Co., Inc.
DYNM	FE	Dynamark Tractor Mower	GREM	FE	Green Mfg., Inc.
DYNS	FE	Dynamics Corp. of America	GRZL	FE	Grizzly Corp.
			GUES	FE	Guest Industries, Inc.
LANL	FE	Easy Rider (Mfd. by Landoll Corp.)	GUST	FE	Gustafson Mfg. Co., Inc.
ENGI	FE	Economy (Garden tractor--mfd. by Engineering Products Co., Inc.)			
ELMA	FE	Ellis Mfg. Co., Inc.	HAHN	FE	Hahn, Inc.; Evansville, Indiana
EMME	FE	Emmert Mfg. Co., Inc.	HAMB	FE	Hamby Co.
ARIN	FE	Emperor (Mfd. by Ariens Co.)	HARD	FE	Hardee Mfg. Co. (Affiliated with Harsco Corp., Plant City, Florida)
EMPL	FE	Empire Plow Co.	HDHM	FE	H. D. Hudson Manufacturing Co.
ENGI	FE	Engineering Products Co., Inc. Waukesha, Wisconsin	HECD	FE	Heckendorn Mfg. Co., Cedar Point, Kansas
ERIC	FE	Erick (Loader--mfd. by Erickson Corp.)	HERD	FE	Herd Seeder Co., Inc.
ERIC	FE	Erickson Corp., Minneapolis, Minn.	HESC	FE	Hesston Corp., Farm Equipment Div., Hesston, Kansas
JACO	FE	Estate (Power mowers--mfd. by Jacobsen Manufacturing Co.)	HEST	FE	Hester Plow Co., Inc.
EVES	FE	Eversman Mfg. Co.	HILB	FE	Hillsboro Industries, Inc.
EWAL	FE	Ewald, Red, Inc.	HINE	FE	Hines Mfg. Co., Rocky Mount, North Carolina
EXCI	FE	Excel Industries, Inc., Hesston, Kansas	HINT	FE	Hinomoto Tractor Sales USA, Inc., Houston, Texas
			HINS	FE	Hinson Mfg. Co., Inc.
FALL	FE	Falls (Riding lawn mower)	HOLA	FE	Holland Transplanter Co.
FARM	FE	(unlisted farm/garden equipment make)	HOML	FE	Homelite, Division Textron, Inc.
KOEK	FE	Farm Equipment Div., Koehring	HOND	FE	Honda
INTL	FE	Farmall (Mfd. by International Harvester Co.)	FURA	FE	Honeybee (Riding mower--mfd. by Furatell Industries)
FARH	FE	Farmhand, Inc.	HOWC	FE	Howard Commercial Turf Equipment Co., St. Louis, Mo. (Mfrs. mowers)
FARK	FE	Farm King, Ltd., (Canada)	HOWR	FE	Howard Rotavator Co., Inc., Subsidiary of Howard Machinery, Ltd.
FERG	FE	Ferguson Mfg. Co., Inc.	HOWS	FE	Howse Implement Co., Inc.
FETE	FE	Feterl Mfg. Co.	HSMI	FE	H & S Mfg. Co., Inc.
FIRE	FE	Firestone Tractor	HUFF	FE	Huffy
FIVE	FE	Five Star Engineering, Inc.	HUSF	FE	Husky Farm Equipment Limited, Ontario, Canada
FMC	FE	FMC Corp.	HUSS	FE	Huss Sales, Inc.
FORA	FE	Forage King Industries, Inc.	EXCI	FE	Hustler (Riding mower--mfd. by Excel Industries, Inc.)
FORD	FE	Ford	HARR	FE	Hustler (Mfd. by Harrington Mfg. Co., Inc.)
FORC	FE	Forrest City Machine Works, Inc.			
FRIG	FE	Friggstad Mfg., Ltd., (Canada)	INDP	FE	Independent Mfg. Co., Inc.
FUER	FE	Fuerst Brothers, Inc.	INTL	FE	International Harvester Co.
FURA	FE	Furatell Industries, Bruce, Wisc.	IOMO	FE	Iowa Mold Tooling Co., Inc.
			JACO	FE	Jacobsen Mfg. Co., Subsidiary Allegheny Ludlum Industries
GAFN	FE	Gafner Machine, Inc., Escanaba, Mich.	PENN	FE	J. C. Penney
GASE	FE	Garber Seeders, Inc.	CASE	FE	J. I. Case Co.; Subsidiary Tenneco
GEHL	FE	Gehl Co.	DEER	FE	John Deere, Deere & Co.
GERC	FE	Generac Corp.	JOSO	FE	Johnson, Carl A., & Sons
GE	FE	General Electric	JOMA	FE	Johnson Mfg. Co., Inc.
GILT	FE	Gilmore-Tatge Mfg. Co., Inc.	ARPS	FE	Johnson Workhorse (Front-end loaders--mfd. by Arps Div.)
GILS	FE	Gilson Brothers Co., Plymouth, Wisc.			
GRAO	FE	Graco, Inc.			
MORD	FE	Grasshopper (Mfd. by Morigde Mfg., Inc.)			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

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VEHICLES (6)

FARM & GARDEN EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of FARM & GARDEN EQUIPMENT	VMA	VMO	Make of FARM & GARDEN EQUIPMENT
KAST	FE	Kasten Mfg. Co., Allenton, Wisc.	MERY	FE	Merrytiller (Mfd. by Merry Mfg. Co)
KATO	FE	Kato Engineering, Subsidiary of Reliance Electric	MEYE	FE	Meyer Morton Co.
KATL	FE	Katolight Corp.	MILW	FE	Milwaukee Electric Co., Inc.
KENM	FE	Kent Mfg. Co., Inc.	MIMO	FE	Minneapolis Moline, Motec
KMMN	FE	KMN Modern Farm Equipment, Inc.	MJME	FE	MJM Enterprises, Inc.
KNIG	FE	Knight Mfg. Corp.	MOLY	FE	Mobility, Inc., Minneapolis, Minn.
KNOW	FE	Knowles Mfg. Co.	MODR	FE	Modern, Inc.
KOEN	FE	Koehn Mfg., Inc.	MTD	FE	Modern Tool & Die
KOEH	FE	Koehring Co.	MONR	FE	Monroe Tractor
KOOL	FE	Kools Brothers, Inc.	RIVS	FE	Montgomery Ward (Riverside) (VMA was MONT)
KOSC	FE	Kosch Co.	MORW	FE	Morger Welding & Mfg., Inc., Bakersfield, California
KOVA	FE	Kovar, John R., Mfg. Co., Inc.	MORD	FE	Moridge Mfg., Inc., Moundridge, KS
KRAU	FE	Krause Plow Corp., Inc.	UNIF	FE	Mountaineer (Lawn & garden tractor-- mfd. by United Farm Tools, Inc.)
KUBO	FE	Kubota, Tractor Corp., Compton, California	MOWE	FE	Mowett Sales Co., Inc.
KUHN	FE	Kuhn Farm Machinery, Inc.	MTD	FE	MTD (Modern Tool & Die)
KUTK	FE	Kut-Kwick Corp., Brunswick, Georgia (Mfrs. industrial mowers)	MURP	FE	Murphy Engineering Co., Inc.
			MURM	FE	Murray Mfg. Co., Modesto, Calif.
SIMP	FE	Landlord (Mfd. by Simplicity Mfg. Co., Inc.)	MURR	FE	Murray Ohio Manufacturing Co.
LANL	FE	Landoll Corp., Marysville, Kansas	MWGE	FE	M & W Gear Co., Inc.
LARO	FE	Larson Machine, Inc., Princeville, Illinois	NAMO	FE	Namco., Inc.
LARN	FE	Larson, W. F., Inc.	NACR	FE	National Crane Corp., Subsidiary of Walter Kidde & Co., Inc.
LBOY	FE	Lawn Boy, (Mfd. by Outboard Marine)	NAMO	FE	National Mower Co., St. Paul, Minn.
LACH	FE	Lawn Chief	NEWI	FE	New Idea Electric Lawn Garden Tractor
MTD	FE	Lawn Flite, (Mfd. by MTD Products, Inc.)	NICH	FE	Nichols Mfg. Co., Inc.
LEAR	FE	Lear Siegler, Inc., Hutchinson Div.	NORN	FE	North American Mfg. Co.
LELY	FE	Lely Corp., The			
LEON	FE	Leon Manufacturing Co., Ltd., (Canada)	OLAT	FE	Olathe Mfg. Co., Inc.
LEVC	FE	Levco Manufacturers, Inc.	OLIV	FE	Oliver
LEYL	FE	Leyland Tractors; British Leyland -- Dist. by Universal Tractor- Equipment Corp., Richmond, VA	ONAN	FE	Onan Corp.
LILL	FE	Lilliston Corp., Albany, GA	ORTH	FE	Orthman Mfg., Inc.
LINM	FE	Lindig Mfg. Corp., St. Paul, Minn.	OTAS	FE	Otasco
LMLC	FE	LML Corp.	OPED	FE	Outdoor Power Equipment Div., Div. FMC, Port Washington, Wisconsin
LOFT	FE	Loftness Mfg. Co.	OWAT	FE	Owatonna Manufacturing Co., Inc.
LONL	FE	Longlife			
LONG	FE	Long Mfg. N. C., Inc., Tarboro, NC	PASQ	FE	Pasquali, USA, Verona, Wisconsin
LOVE	FE	Love, J. E., Co.	PATZ	FE	Patz Co.
LUND	FE	Lundell Mfg. Co., Inc.	PEAR	FE	Pearson, Ben, Mfg. Co., Inc.
			PECO	FE	Peco, Inc.
MAGA	FE	Magna American Corp.	PEER	FE	Peerless Div., Div. Tecumseh Products Co.
MAL	FE	Mal Tractor	PERS	FE	Peerless International Co., Inc.
MALS	FE	Marliss Industries, Inc.	PENN	FE	Penney, J. C.
MAVN	FE	Marvin Landplane	PIPR	FE	Piper Industries, Inc.
MASS	FE	Massey-Ferguson, Inc.	PIQU	FE	Piqua Engineering, Inc.
FMC	FE	Material Handling Equip. Div., FMC Corp.	PITT	FE	Pittsburgh Forging Co., Farm Tools Div.
MAYR	FE	Mayrath Industries, Inc.	PLAN	FE	Planet Plows, Inc.
MCCU	FE	McCulloch Corp.	POLO	FE	Poloron Products, Harrison, New York (Mfrs. riding mowers)
MELR	FE	Melroe Division, Clark Equipment Co.	PORB	FE	Portable Elevator Mfg. Div., Dynamics Corp. of America
MERY	FE	Merry Mfg. Co., Marysville, Washington (Mfrs. cultivators)			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

FARM & GARDEN EQUIPMENT

FARM & GARDEN EQUIPMENT

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FARM & GARDEN EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of FARM & GARDEN EQUIPMENT
POWM	FE	Powell Mfg. Co., Inc.
ENGI	FE	Power King (Garden tractor--mfd. by Engineering Products Co., Inc.)
MTD	FE	Ranch King, (Mfd. by Modern Tool & Die, MTD)
RAYE	FE	Rayne Plane, Inc.
REAR	FE	Rear's Mfg. Co.
REDK	FE	Reddick Equipment Co., Inc.
RICR	FE	Richardson Mfg. Co, Inc.
RCKL	FE	Rickel Mfg. Corp., Salina, Kansas
RIVS	FE	Riverside (Montgomery Ward)
ROCF	FE	Rockford Welding & Machine
ROMI	FE	Rome Industries, Inc.
ROPE	FE	Roper Outdoor Power Products, Kankakee, IL
ROSC	FE	Rosco Mfg. Co.
ROTE	FE	Rotech, Inc.
ROWS	FE	Rowse Hydraulic Rake Co.
ROYE	FE	Royer Foundry and Machine Co., Kingston, Pennsylvania
ROYE	FE	Royer Shredder (Mfd. by Royer Foundry and Machine Co.)
RUGG	FE	Rugg Manufacturing Co.
SAME	FE	Same & Lamborghini Tractors of North America, Inc.
SATO	FE	Satoh Japanese Tractor
SCLR	FE	Schuler Mfg. & Equipment Co., Inc.
SEAR	FE	Sears, Roebuck & Co. (VMA was SERS)
GILS	FE	Senator (Tiller--mfd. by Gilson Brothers Co.)
SHAV	FE	Shaver Mfg. Co.
SIMP	FE	Simplicity Manufacturing Co., Inc.; Subsidiary Allis-Chalmers Corp.
SMAL	FE	Smalley Mfg. Co.
SNAP	FE	Snapper
SNWC	FE	SNOW Co.
SOIL	FE	Soil Mover Mfg. Div., Automatic Equipment Mfg. Co.
SOUA	FE	Southeast Mfg. Co., Inc.
SPEK	FE	Speed King Mfg. Co., Inc.
SPET	FE	Speedex Tractor Co., Ravenna, Ohio
NEWH	FE	Sperry New Holland, Div. Sperry Corp., New Holland, Pennsylvania
SPRY	FE	Sprayrite Mfg. Co.
SUMM	FE	Summers Mfg. Co.
SUFW	FE	Sunflower Mfg. Co., Inc.
FMC	FE	Sweeper Div., FMC Corp.
SWEP	FE	Sweepster, Inc.
SWIM	FE	Swisher Mower & Machine Co., Warrensburg, Missouri
TYLR	FE	TCI, Inc., Benson, Minnesota
TEBB	FE	Tebben Mfg. Co., Inc.
TECN	FE	Tecnoma, Ltd., (Canada)

VMA	VMO	Make of FARM & GARDEN EQUIPMENT
TECM	FE	Tecumseh Products Co., Engine Div.
TENA	FE	Tennant Co.
AGCH	FE	Terra-Gator (Mfd. by Ag-Chem Equip. Co., Inc.)
THAC	FE	Thackery Co., Inc., The
THOS	FE	Thomas Conveyor Co.
TORO	FE	Toro Co.
TOWE	FE	Towner Mfg. Co.
CANC	FE	Tree Farmer Equipment Div. (Div. of Can-Car, Malton, Ontario, Canada)
TROR	FE	Troyer Mfg. Co.
TRYC	FE	Tryco Mfg. Co., Inc., Decatur, IL
DILM	FE	Turfmaster (Mowers--mfd. by Dille & McGuire Mfg. Co.)
TYEC	FE	Tye Co., Inc., The
TYLR	FE	Tyler, Div. of TCI, Inc.
UNIF	FE	United Farm Tools, Inc., South Charleston, West Virginia (Mfrs. lawn and garden tractors)
UNTD	FE	United Rock Picker Co.
UNVE	FE	Unverferth-McCurdy Mfg. Co., Inc.
FARM	FE	(unlisted farm/garden equipment make)
VENM	FE	Ventura Mfg. and Implement Co., Oxnard, California
VERN	FE	Vermeer Mfg. Co., Inc., Pella, Iowa
VERS	FE	Versatile Manufacturing
VICN	FE	Vicon Farm Machinery, Inc.
WALD	FE	Waldon, Inc.
WERS	FE	Werts Corp., Inc.
WIZA	FE	Western Auto Supply Co. (Wizard)
WESG	FE	Westgo Industries, Inc.
WHEE	FE	Wheel Horse Products. Inc.; Subsidiary American Motors Corp.
WHIS	FE	White, George, & Sons Co., Ltd. (Canada)
WHIT	FE	White Motor Corp.
WILA	FE	Willmar Manufacturing (VMA was WILL) Willmar, Minnesota
WIZA	FE	Wizard (Western Auto Supply Co.)
WOOC	FE	Wood/Chuck Chipper Corp. (Mfrs. of brushchippers -- Shelby, NC)
HESC	FE	Woods Div., Hesston Corp.
YANM	FE	Yanmar Tractor USA, Inc., Bensenville, IL
YARD	FE	Yard-Man Co.
YAZO	FE	Yazoo Mfg. Co. Inc., Jackson, Miss.
YETT	FE	Yetter Mfg. Co.
YORM	FE	York Modern Corp.

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

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VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: CONSTRUCTION EQUIPMENT
- B. TYPES INCLUDED: Includes all types of construction equipment including cranes, forklifts, graders, street and highway equipment, bulldozers, earth-moving equipment, etc.
- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See VEH-147 and -148 for caution indicator suffixes.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-78	When manufacturer's name is not listed, enter 'COEQ' and give manufacturer's name as the first item of the MIS Field. DON'T ENTER the vehicle if the manufacturer's name cannot be determined.
VMO	Required	CE	Always 'CE'.
VST	Required	VEH-77	
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	
LIC	Optional*	VEH-174	
MIS	Optional*	VEH-176	If VMA is 'COEQ', first data item in MIS must be the manufacturer's name. Be sure to name the kind of equipment, i.e., grader, forklift, dozer, etc.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

* Either the VIN or serial number must be entered in the VIN Field OR the OAN must be entered in the OAN Field OR LIY, LIS, LIT and LIC (all four) must be entered.

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VEHICLES (6)

CONSTRUCTION EQUIPMENT (Continued)

E. SAMPLE ENTER PROBLEM: On July 27, 1991, you receive a report of a green, 1974 model, Rinso Forklift being stolen from a local warehouse at 7412 West 44 Street in Golden City. The serial number on the propane powered forklift is XZ76412. Enter this record into LEADS/NCIC.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV   TMP STOLEN GOLDEN CITY
DOT 072791 VCO GRN   VYR 74  VMA RNSO  VMO CE  VST FL
VIN XZ76412          OAN
LIM    LIY    LIS    LIT    LIC
MIS PROPANE-POWERED FORKLIFT

SFA 7412   SST W 44 ST      SFC GOLDEN CITY
OCA 91-0072  ORA PD GOLDEN CITY IL  ENT ZIP  OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: See page VEH-78.

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VEHICLES (6)

CONSTRUCTION EQUIPMENT (Continued)

H. STYLE CODES (VST):

<u>CODE</u>	<u>STYLE</u>	<u>COMMENTS</u>
AE	Aerial Platform	
AI	Air Compressor	
AD	Asphalt Distributor	
BH	Backhoe	
BK	Backhoe/Loader	
BC	Brush Chipper	
BG	Buggy, Concrete	Also known as a power cart.
BD	Bulldozer	
CR	Crane	
DR	Drill, Rock	Also known as a driller drill.
EX	Excavator	Also known as a digger.
FL	Fork Lift	Also known as a lift truck.
GE	Generator	Enter as a part, if not permanently mounted.
GD	Grader	
HM	Hammer	
HD	Hydraulic Dump	Also known as a pile driver.
LF	Lift Boom (personnel)	Also known as a cherry picker.
LD	Loader	
LK	Log Skidder	
PV	Paver	Also known as a finisher or road surfacer.
PR	Prime Mover	Also known as a road packer.
RO	Roller	Also known as a compactor.
SZ	Saw	Used in cutting asphalt, concrete, or masonry.
SH	Shovel	Also known as a power or steam shovel.
SO	Snowblower	
SI	Striper	
SS	Sweeper	Also known as a power broom used to clean streets and parking lots.
TC	Tractor, Track Type	
TF	Tractor, Wheel Type	
TH	Trencher	Also known as a ditcher.
CE	Unpublished Style of Construction Equip.	
VA	Vacuum Cleaner	Heavy duty ride-on type.
WE	Welder	Enter as a part, if not permanently mounted.

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CONSTRUCTION EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of CONSTRUCTION EQUIPMENT	VMA	VMO	Make of CONSTRUCTION EQUIPMENT
ADVN	CE	Advance Machine Co.	BRGS	CE	Briggs Manufacturing, Inc.
AERI	CE	Aeroil Products Co., Bensenville, IL	BOCE	CE	Broce Manufacturing Co.
AGRI	CE	Agri-Supply Co.	BRDR	CE	Broderson Manufacturing Corp.
AGTR	CE	Ag-Tronic, Inc.	BROS	CE	Bros
AJXE	CE	Ajax Electric Motor Corp.	DABR	CE	Brown, Dave L., Inc.
ALEN	CE	Allen Engineering Corp.	RIVN	CE	Brown Trencher Div., Rivinius, Inc.
ALST	CE	Allied Steel and Tractor Products, Inc.	BU CY	CE	Bucyrus-Erie Co.
ALLI	CE	Allis-Chalmers Corp.	BUFF	CE	Buffalo-Bomag, Division Koehring Co.
AMAU	CE	American Augers, Inc.	BUSP	CE	Buffalo-Springfield, Division Koehring Co.
AMRC	CE	American Coupler Systems, Inc.	BYRS	CE	Byers
AMHO	CE	American Hoist & Derrick Co.	CRAN	CE	Cable Crane & Excavator Division; Subsidiary of Dresser Industries, Inc.
HOND	CE	American Honda Motor Co., Inc.	CREX	CE	Cable Crane & Excavator Division, FMC Corp.
AMJE	CE	American Jenbach Corp.	CALW	CE	Caldweld Div., Smith International, Inc.
AMRO	CE	American Road Machinery, Inc.	CAME	CE	Camp Forklift
AMSW	CE	American Steel Works	CAHA	CE	Campbell-Hausfeld Div., Scott & Fetzer Co.
AMTR	CE	American Tractor Equipment Corp.	CANC	CE	Can-Car, Inc.; (tree-farmer equipment)--Div. Hawker - Siddeley Canada, Ontario, Canada
AMTN	CE	American Trencher, Inc.	CANO	CE	Canoga Cement Mixer
ARPS	CE	Arps, Division Chromalloy American	CASC	CE	Cascade Corp.
ASBU	CE	Asbury Industries, Inc.	CASE	CE	Case, J. I., Co.; Subsidiary Tenneco, Inc.
ASIN	CE	Ashland Industries, Inc.	CAT	CE	Caterpillar Tractor Co.
ASPL	CE	Asplundh Manufacturing Div., Asplundh Tree Expert Co.	CHCO	CE	Champ Corp. (VMA was CHAP)
ATHE	CE	Athey Products Corp.	CHPM	CE	Champion Pneumatic Machinery Co., Inc.
ATCO	CE	Atlas Copco, Inc., Wayne, NJ	CHAU	CE	Chausse Manufacturing Co., Inc.
ATOC	CE	A-T-O Construction Equipment Div., A-T-O, Inc.	CHIA	CE	Chicago Pneumatic Equipment Div. (Chicago Pneumatic Tool Co., Franklin, PA)
AUWE	CE	Austin-Western Division, Clark Equipment Co.	CHPT	CE	Chicago Pneumatic Tool Co.
AUTT	CE	Automatic Drilling Machines, Inc.	CHIM	CE	Chipmore Mfg. Co., Inc. (Mfrs. chippers, Bay City, Michigan)
BADC	CE	Badger Construction Equipment Co., Division of Burro-Badger Corp.	CLAR	CE	Clark Equipment Co.
BADR	CE	Badger Machine Div., Ronco Engineering Co.	CLEA	CE	Cleasby
BAKR	CE	Baker Material Handling Corp.	CLMC	CE	Clemco Industries
BYOR	CE	Baker-York Forklift	CLBR	CE	Cleveland Brothers Equipment Co. (D & B Products)
BADE	CE	Balderson, Inc.	CLEV	CE	Cleveland Trencher Co., Division American Hoist & Derrick Co.
BANN	CE	Banner Industries, Inc.	CLIT	CE	Clinton Engine Corp.
BANT	CE	Bantam Crane	CMIC	CE	CMI Corp.
BARB	CE	Barber-Greene Co.	COSU	CE	Concrete Surfacing Machinery Div., Stewart Industries, Inc.
BAYC	CE	Bay City Shovels, Inc.	COCO	CE	Conmaco, Inc.
BEPO	CE	Beaird-Poulán Div., Emerson Electric Co.			
BIGJ	CE	Big Joe Manufacturing Co.			
BLAW	CE	Blackwell Burner Co., San Antonio, Texas			
BLUI	CE	Bluebird International			
MELR	CE	Bobcat Skid Steer Loader, (Mfd. by Melroe Div.)			
BOMB	CE	Bombardier Limited			
BRAT	CE	Brantley Mfg. Co., Frederick, Okla.			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

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VEHICLES (6)

CONSTRUCTION EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of CONSTRUCTION EQUIPMENT	VMA	VMO	Make of CONSTRUCTION EQUIPMENT
CASE	CE	Construction King (Mfd. by J. I. Case, Racine, Wisconsin)	FORD	CE	Ford
CMAC	CE	Construction Machinery Co.	FRNK	CE	Franklin Equipment Co.
CLAR	CE	Construction Machinery Div., Clark Equipment Co.	FWD	CE	FWD Corp.
CLAR	CE	Crane Div., (LIMA), Clark Equipment Co.	GALI	CE	Galion Manufacturing; Division Dresser Industries, Inc.
CMMS	CE	Cummins Engine Company	GANN	CE	Gannon Manufacturing Co.
CURB	CE	Curbmaster of America, Inc.	GARB	CE	Gar-Bro Manufacturing Co.
COEQ	CE	(unlisted construction equipment Make)	GARN	CE	Gardner-Denver Cooper Ind., Inc., Denver, Colorado (formerly Gardner-Denver Co.)
DATR	CE	Dart Truck Co., PACCAR, Inc.	GARL	CE	Garlock Equipment Co.
DABR	CE	Dave L. Brown Co., Inc.	GARR	CE	Garrett-Weldco Industries, Inc.
DAVY	CE	Davey Compressor Co.	GAST	CE	Gast Manufacturing Co.
DAYT	CE	Dayton Electric Mfg. Co. (Mfrs. of air compressors, Chicago, IL)	GEHL	CE	Gehl Co.
DEER	CE	Deere, John; Deere & Co.	GERC	CE	Generac Corp.
DEAL	CE	Deutz-Allis Corporation	GEEN	CE	General Engines
DIGM	CE	Digmor Equipment & Engineering	GMC	CE	General Motors Corp.
DITC	CE	Ditch Witch (VMA was DIWT)	GERL	CE	Gerlinger Foundry Machine Works
DOMI	CE	Dominion Road Machinery Co., Ltd.	GETM	CE	Getman Brothers Mfg. Co., Marion, Ohio
DOMO	CE	DO-MOR Equipment, Inc.	GILS	CE	Gilson Brothers Co., Plymouth, WI
DROT	CE	Drott Manufacturing, Division J. I. Case Co.	GLEA	CE	Gleason Corp.
DYMC	CE	Dynamic Industries, Inc.	GORO	CE	Gordon Smith & Co., Inc., Bowling Green, Kentucky
VIBO	CE	Dynapac Mfg., Inc.	GORM	CE	Gorman-Rupp Company, The, Mansfield, Ohio
EACR	CE	Eagle Crusher Co., Inc.	GRAE	CE	Grace, W. E., Manufacturing Co.
EATO	CE	Eaton Corp., Cleveland, Ohio	GRAD	CE	Gradall
STOW	CE	Econoroll (Mfd. by Stow Mfg. Co.)	GRIM	CE	Grimmer-Schmidt Corp., Franklin, Indiana
ETNY	CE	E. D. Etnyre & Company, Oregon, IL	GRVM	CE	Grove Mfg. Co., Affiliated with Kidde, Inc., Shady Grove, PA
EIDL	CE	Eidal International Corp.	GRUE	CE	Gruendler Crusher and Pulverizer Co.
ELLE	CE	Elgin-Leach Corp.	GSIN	CE	G. S. Industries, Inc.
EJAY	CE	El-Jay Div. Iowa Mfg. Co.	GUES	CE	Guest Industries, Inc.
EMPC	CE	Empire Corp., Inc.	HANN	CE	Hanney, Clifford B., & Sons, Inc.
EMPG	CE	Empire Generator Corp.	HANS	CE	Hanson Machinery Co.
ENVI	CE	Envirotech Corp., EIMCO Process Machinery Div.	HARN	CE	Harnischfeger Corp., Harnischfeger P&H
ERIC	CE	Erickson Corp.	HARR	CE	Harrington Mfg. Co., Inc., (Mfr. of Roanoke-Hustler, Lewiston, N.C.)
ERIG	CE	Erie-Go Mfg., Inc.	HAFA	CE	Hartman-Fabco, Inc.
ERIS	CE	Erie-Sprayer Co.	HEIL	CE	Heil Co.
ESCC	CE	Esco Corp.	HEWE	CE	Hein-Weiner Corp.
ESSI	CE	Essick/Hadco Division; Division A-T-O, Inc. (formerly Essick Mfg. Co.)	HELT	CE	Heltzel Co.
ETNY	CE	Etnyre, E. D. & Company, Oregon, IL	HENM	CE	Hendrix Manufacturing Co.
EUCL	CE	Euclid, Inc., Subsidiary of White Motor Corp.	HENK	CE	Henke Manufacturing Corp.
FIAL	CE	Fiat-Allis Construction Machinery	TCIP	CE	Herculift (Mfd. by TCI Power Products, Inc.)
FLAH	CE	Flaherty Manufacturing Co., Division Koehring Co.			
FMC	CE	FMC Corp.			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

CONSTRUCTION EQUIPMENT

CONSTRUCTION EQUIPMENT

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CONSTRUCTION EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of CONSTRUCTION EQUIPMENT	VMA	VMO	Make of CONSTRUCTION EQUIPMENT
HWRO	CE	Hewitt-Robins Crushing & Vibrating Equipment; Div. Litton Industries	ATHE	CE	Kolman Div., Athey Products Corp.
HATB	CE	Hiab Crane	KOMA	CE	Komatsu American Corp.
HICO	CE	HICO Corp. of America	KOMA	CE	Komatsu Forklift (USA), Inc.
HOBA	CE	Hobart Brothers Co., Troy, Ohio	KOMA	CE	Komatsu, Ltd.
HOLP	CE	Hole Pumps	KWKT	CE	Kwick Kit Cement Mixer
HOAN	CE	Holman	LANG	CE	Langley Mfg. Div., M.D. Knowlton Co.
HOML	CE	Homelite; Division Textron, Inc.	LAYO	CE	Layton Mfg. Co., Inc., Salem, OR
HONE	CE	Honeywell Motor Prods., Honeywell, Inc.	LERY	CE	Le Roi Div., Dresser, Ind., Inc., Sidney, Ohio
HOUG	CE	Hough Brothers	LETO	CE	Letourneau, R. G.
HYCA	CE	Hycaloader Co., Inc.	LION	CE	Liftall Forklift (VMA was LIFT, Mfd. by Lion Forklift)
HYDY	CE	Hy-Dynamic Division, Bucyrus-Erie	LIFM	CE	Liftmaster, Inc., Oak Park, Mich.
HYST	CE	Hyster Corp.	LITK	CE	Lift Truck, Inc.
INGS	CE	Ingersoll-Rand Co., Woodcliff, N.J.	LIGH	CE	Light Equipment Division, Div. of J.I. Case Co. (formerly Davis Div., code DAVI)
INGT	CE	Inger-Teco Corp.	LINC	CE	Lincoln Electric Co., Cleveland, OH
INGR	CE	Ingram Manufacturing Co.	LNCO	CE	Lincoln Welder (Mfd. by Lincoln Electric Co.)
INMA	CE	Insley Manufacturing Corp., Subsidiary AMCA International Corp.	PKLC	CE	Lindsay Co., Inc., P. K., Deerfield, New Hampshire
INTL	CE	International Harvester Co.	LION	CE	Lion Manufacturing Co., Inc. (Mfrs. of Liftall Forklift)
IOWA	CE	Iowa Manufacturing Co., Cedar Rapids, Iowa	LIGP	CE	Little Giant Products, Inc., Peoria, Illinois
IOMO	CE	Iowa Mold Tooling Co., Inc.	LIGC	CE	Little Giant Crane & Shovel, Inc., Des Moines, Iowa
DAFF	CE	Irl Daffin Associates, Inc.	LITT	CE	Littleford Brothers, (Mfrs. rollers)
JAEG	CE	Jaeger Machine Co., Columbus, Ohio	LONG	CE	Long Mfg. N. C., Inc., Const. & Ind. Div., Tarboro, North Carolina
JAYS	CE	Jays Hy Lift Manufacturing Co.	LORA	CE	Lorain Division, Koehring Co.
JCBE	CE	JCB Excavators, Inc., Whitemarsh, Maryland	LULL	CE	Lull Engineering Co., Subsidiary N. Marshal Seeburg & Sons
SEWP	CE	Jenkins Equipment Co., Inc., Subsidiary of Sweepster, Inc.	MAVI	CE	Maginniss Vibrator Equipment Co.
CASE	CE	J. I. Case Co., Subsidiary Tenneco	MANI	CE	Manitowoc Engineering Co., Inc.
JLGI	CE	J.L.G. Industries	MALE	CE	Marathon Le Tourneau Co.
HUBE	CE	J. M. Huber Corp.	MAPO	CE	Marion Power Shovel Co., Inc., Subsidiary Wilmington Securities, Inc.
DEER	CE	John Deere, Deere & Co.	MASS	CE	Massey-Ferguson, Inc.
JONS	CE	Johnson, C. S., Co.	MACR	CE	Master Craft Industrial Equip. Corp.
JOYC	CE	Joy Mfg. Co. (Air Power Group) Montgomeryville, Pennsylvania	KOEH	CE	Master Div., Koehring Co.
KATO	CE	Kato Engineering, Subsidiary of Reliance Electric	YALE	CE	Materials Handling Div., Eaton Corp.
KATL	CE	Katolight Corp.	MAUL	CE	Mauldin Mfg. Company, Inc.
KDMA	CE	K-D Mfg. Co.	LIGH	CE	Maxi-Sneaker, (Mfd. by the Light Equipment Div., formerly Davis Div.)
AGTR	CE	Kearny Div., Ag-Tronic, Inc.	MAYC	CE	Mayco Pump Corp., Los Angeles, CA
KELO	CE	Kellogg-American, Inc.	MBCO	CE	M-B Co., Inc. of Wisconsin
KLCL	CE	Kelly-Creswall Co., Inc., Xenia, OH	MBWI	CE	M-B-W, Inc.
KENA	CE	Kent Air Tool Co.	MCAF	CE	McCaffrey, M. P.
KLEI	CE	Klein Products, Inc.			
KOEH	CE	Koehring Co.			
KOHL	CE	Kohler Co.			
KOLB	CE	Kolberg Mfg. Corp., Subsidiary of Portec, Inc.			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

CONSTRUCTION EQUIPMENT

CONSTRUCTION EQUIPMENT

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CONSTRUCTION EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of CONSTRUCTION EQUIPMENT	VMA	VMO	Make of CONSTRUCTION EQUIPMENT
MCCU	CE	McCulloch Mite-E-Lite, Inc., McCulloch Corp.	PKLC	CE	P. K. Lindsay Company, Inc., Deerfield, New Hampshire
MCKY	CE	McKay Mfg. Co., Inc.	POCL	CE	Poclain Div., J. I. Case
MELR	CE	Melroe Division, Div. General Products Group, Clark Equipment Co., Fargo, ND	PORC	CE	Portec, Inc.
METL	CE	Mercantile Mfg. Co., Inc.	PORL	CE	Portland Wire & Iron Works
MIDC	CE	Mid-Cal Forklift, Inc.	POWR	CE	Power Curber, Inc.
MIDM	CE	Midmark	PRIM	CE	Prime Mover
MIL	CE	Miller Electric Mfg. Co. (Mfrs. of arc welders)	PUCK	CE	Puckett Brothers Mfg. Co., Inc., Lithonia, Georgia
MILR	CE	Miller Equip. Div., Miller Equip. Co.	QUIN	CE	Quincy Compressor Div., Colt Ind., Inc., Quincy, Illinois
MILW	CE	Milwaukee Electric Tool Corp.	RACI	CE	Racine Construction Tool Div., Racine Federated, Inc.
MIMO	CE	Minneapolis-Moline (MOTEC), Inc.	RANS	CE	Ransome Lift Equipment Co., Subsidiary of Giles & Ransome, Inc.
MIT	CE	Mitsubishi	RAYG	CE	Raygo, Inc., Minneapolis, Minnesota
MITT	CE	Mitts-Merrill, Inc.	REVS	CE	Reeves Roofing Equipment Co.
MOSW	CE	Mobile Sweeper	REXN	CE	Rexnord, Inc.
MOOR	CE	Moore Equipment Co.	LETO	CE	R. G. Letourneau
MOGA	CE	Morgan Equipment Co.	RHIN	CE	Rhino Tool Company
MOUT	CE	Mountain Manufacturing Co., Inc.	RICA	CE	Richard Piche, Inc., Quebec, Canada
MRS	CE	M-R-S Manufacturing Co.	RNSO	CE	Rinso Forklift
MUDC	CE	Mud Cat Div., National Car Rental System, Inc.	ROCO	CE	R. O. Corp.
MULL	CE	Muller Machinery Co.	HARR	CE	Roanoke-Hustler Forklift, (Mfd. by Harrington Mfg. Co., Inc.)
MULQ	CE	Multiquip	ROKL	CE	Rockland Mfg. Co., Inc.
NACR	CE	National Crane Corporation, Subsidiary of Walter Kidde & Co., Inc.	ROGE	CE	Rogers Brothers Corp.
NORH	CE	Northwest Engineering Co.	ROMI	CE	Rome Industries, Inc.
NOMO	CE	Northwestern Motor Co.; Subsidiary Fairmont Railway Motors, Inc.	ROSC	CE	Rosco Mfg. Co., Minneapolis, MN
OLAT	CE	Olathe Mfg. Co., Inc.	ROYE	CE	Royer Foundry and Machine Co., Kingston, Pennsylvania
OMST	CE	Omsteel Products Corp.	ROYE	CE	Royer Shredder, (Mfd. by Royer Foundry and Machine Co.)
ONAN	CE	Onan Corp., Minneapolis, Minnesota	SABI	CE	Sabine Mfg., Inc.
GWM	CE	Ottawa Truck Div., Gulf & Western Mfg. Co.	SALM	CE	Salem Tool Co., The
OVRL	CE	Over-Lowe Co.	SCMM	CE	Schramm, Inc., West Chester, PA
OWAT	CE	Owatonna Manufacturing Co., Inc.	SCMI	CE	Scott Midland; Division A-T-O, Inc.
OWED	CE	Owen Div., Anvil Attachments, Inc.	SEAN	CE	Seaman Digz-All, Merrill, Iowa
PAEN	CE	Page Engineering Co.	BANT	CE	Shield Telekrane (Mfd. by Bantam)
PASO	CE	Parson Co., Division Koehring Co.	SHOV	CE	Shovel Supply Co.
PCM	CE	PCM Division, Koehring Co.	SILT	CE	Silent Hoist & Crane Co.
PETM	CE	Pettibone Michigan Corp., Subsidiary Mercury Mfg., Co.	GORO	CE	Smith, Gordon & Co., Inc., Bowling Green, Kentucky
PETT	CE	Pettibone Mercury, Subsidiary Mercury Mfg. Co.	SMIT	CE	Smith, T. L., Co.; Division A-T-O
PHLI	CE	Philift Equipment Sales Co.	SOIL	CE	Soil Mover Manufacturing Division, Div. of Automatic Equipment Mfg. Co., Pender, Nebraska
PINC	CE	Pincor Products	SOTW	CE	Southwest Welding & Mfg. Co.
PORC	CE	Pioneer Div., Portec, Inc.	SPAN	CE	Spano Crane Sales & Service Corp.
PITN	CE	Pitman Div., A. B. Chance Co.			
PITD	CE	Pitman Div., Emerson Electric Co.			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

CONSTRUCTION EQUIPMENT

CONSTRUCTION EQUIPMENT

Illinois LEADS Reference Manual

VEHICLES (6)

CONSTRUCTION EQUIPMENT VMA and VMO Codes by Make

VMA	VMO	Make of CONSTRUCTION EQUIPMENT	VMA	VMO	Make of CONSTRUCTION EQUIPMENT
DAYT	CE	Speedaire (Air compressor - mfd. by Dayton Electric Mfg. Co.)	UNCR	CE	Unit Crane & Shovel
SPEI	CE	Speicher Brothers, Inc. (Auger products)	COEQ	CE	(unlisted construction equipment Make)
NEWH	CE	Sperry New Holland, Div. Sperry Corp., New Holland, Pennsylvania	VERN	CE	Vermeer Trencher
SPYD	CE	Spyder	VERM	CE	Vermette Machine Company
STMP	CE	Stampings, Inc.	VERA	CE	Versatile Power Corp., Grantsburg, Wisconsin
STNH	CE	Stanley Hydraulic Tools	VIBO	CE	Vibro-Plus
STER	CE	Sterling Industrial Corp.	RICA	CE	Vohl (Mfd. by Richard Piche, Inc.)
STEW	CE	Stewart Engineering & Equipment Co.	WABC	CE	Wabco Construction & Mining Equipment Group; Subsidiary American Standard, Inc.
STOE	CE	Stone Construction Equipment, Inc., Honeoye, New York	WACK	CE	Wacker Corp., Milwaukee, Wisconsin
STOW	CE	Stow Mfg. Co., Binghamton, New York	WARO	CE	Wain-Roy, Inc.
SULL	CE	Sullair Corp., Michigan City, Ind.	WALD	CE	Waldon, Inc.
SULL	CE	Sulliscrew, (Mfd. by Sullair Corp.)	WASW	CE	Warner & Swasey Co.
SUEQ	CE	Superior Equipment Co., Buckeye products	WARE	CE	Warren Mfg. Co.
SWEP	CE	Sweepster, Inc.	WAYN	CE	Wayne Sweeper
TAMP	CE	Tampo Manufacturing Co.	GRAE	CE	W. E. Grace Manufacturing Co.
TAGE	CE	Target Products Division, Federal-Mogul Corp.	WETR	CE	Western Products Div., Douglas Dynamics, Inc.
TAYR	CE	Taylor Machine Works, Inc.	STOW	CE	Western (Stow Western) (Mfd. by Stow Mfg. Co.)
TALR	CE	Taylor Mfg. Co., Inc.	WHTM	CE	Whiteman Mfg. Co.
TCIN	CE	TC Industries, Inc., Crystal Lake, Illinois	WHMA	CE	White Materials Handling, Subsidiary White Motor Corp.
TCIP	CE	TCI Power Products, Inc. (Subsidiary of TCI, Inc., Yanton, SD)	WHIT	CE	White Motor Corp.
BARB	CE	Telsmith Div., Subsidiary of Barber-Greene Co.	WIGG	CE	Wiggins Lifts Co., Inc. (Mfrs. of forklifts)
TENA	CE	Tennant Co.	WINC	CE	Winco Div., Dyna Technology, Inc., Minneapolis, Minnesota
TERX	CE	Terex, Euclid & Terex products	WNDH	CE	Windham Mfg. Co., Inc. (Mfrs. of loaders)
TERM	CE	Terramite Corp.	WINP	CE	Winpower Corp., Newton, Iowa
THSE	CE	Thomsen Equipment Co.	WOOC	CE	Wood Chuck Chipper Corp. (Mfrs. of brushchippers -- Shelby, NC)
THOP	CE	Thor Power Tool Co.	WORI	CE	Worthington Compressors, Inc., Holyoke, Massachusetts
SMIT	CE	T. L. Smith Co.; Division A-T-O	WYLI	CE	Wylie Mfg. Co. (Subsidiary E. D. Etnyre & Co., Oregon, IL)
TOWM	CE	Tow Mobile Forklift	EATO	CE	Yale Material Handling Division, Industrial forklift trucks merged with Eaton Corp.
TOMC	CE	Towmotor Corp., (VMA was TOMO) Subsidiary Caterpillar Tractor Co.	YANM	CE	Yanmar Tractor USA, Inc., Bensenville, IL
TOYT	CE	Toyota	YORK	CE	York Forklift
TRMA	CE	Trac-Machinery, E. O. Etnyre & Co.	YOUG	CE	Young Corp.
LITT	CE	Trail-O-Roller (Mfd. by Littleford Brothers)			
CAT	CE	Traxcavator Bull Dozer (VMA was TRXC, Mfd. by Caterpillar Tractor Co.)			
CANC	CE	Tree Farmer Equipment Division, Div. of Can-Car, Malton, Ontario, Canada			
LIGH	CE	Trimline (MAK was DAVI, mfd. by Light Equipment Div., formerly Davis Div.)			
TRMP	CE	Triumph Machinery Co.			
TRJN	CE	Trojan Industries, Inc.			

This table includes Brand (BRA) Field Codes for Vehicle Part Entries.

CONSTRUCTION EQUIPMENT

CONSTRUCTION EQUIPMENT

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

A. VEHICLE CATEGORY: TRUCKS

B. TYPES INCLUDED: The "truck" category as characterized by 'TK' in the Model (VMO) Field includes a variety of vehicles besides trucks specifically. Included are rugged-trail pleasure vehicles, jeeps, buses, vans, and motor homes.**

C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See the Field Description on page VEH-147 and -148.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-86	When make is not listed, enter 'TRUK' in VMA and enter manufacturer's name as the first item of the MIS Field. DON'T ENTER the vehicle if the manufacturer's name cannot be determined.
VMO	Required	TK	Always 'TK'.
VST	Required	VEH-84	
VIN	Optional*	VEH-158	Motor home VIN -- see instructions below.**
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	
LIC	Optional	VEH-174	
MIS	Optional	VEH-176	When VMA is 'TRUK', first data item must be manufacturer's name. Also give model name and/or number.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

* Either the VIN or serial number must be entered in the VIN Field OR the OAN must be entered in the OAN Field OR LIY, LIS, LIT and LIC (all four) must be entered.

** Most motor homes are manufactured in two stages and the possibility exists that two vehicle identification numbers (VINs) may appear on a motor home manufactured prior to model year 1981. The National Highway Traffic Safety Administration (NHTSA) Federal Motor Vehicle Safety Standards provide that, with model year 1981, all motor home manufacturers are required to utilize the chassis manufacturer's VIN as the exclusive VIN for a completed motor home. Therefore, the chassis VIN is the correct VIN for the entry of a motor home.

Illinois LEADS Reference Manual

VEHICLES (6)

TRUCKS (Continued)

E. SAMPLE ENTER PROBLEM: You have received a theft report for a 1978 Chevrolet Blazer registered in Illinois with 1992 recreational vehicle plates 2Ø518RV that expire in March. The color is black. The VIN is 1GTD18W5KS163527. If this vehicle is recovered, you want it held for fingerprinting because of a possible link to another case. The theft occurred today from RR 2, Black Road in Truckstop, Illinois. Enter LEADS and NCIC records that include all of the given data.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV-P TMP STOLEN TRUCKSTOP
DOT 1Ø1191 VCO BLK VYR 78 VMA CHEV VMO TK VST LL
VIN 1GTD18W5KS163527 OAN
LIM Ø3 LIY 92 LIS IL LIT ZZ LIC 2Ø518RV
MIS BLAZER

SFA RR2 SST BLACK ROAD SFC TRUCKSTOP
OCA Ø29-112 ORA PD TRUCKSTOP IL ENT KIP OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: Table starts on page VEH-86.

H. STYLE CODES (VST):

<u>CODE</u>	<u>STYLE</u>
AM	Ambulance
AR	Armored Truck
BR	Beverage Rack
BU	Bus
LL	Carryall (Rugged-trail pleasure vehicles -- Includes Blazer, Bronco, GMC Jimmy, Jeep (American Motors Jeep and Willys-Overland Jeep), Land Cruiser, Ramcharger, Scout, Suburban, Trail Duster, Travelall, etc.)
CB	Chassis and Cab (Utility)
CM	Concrete or Transit Mixer
DP	Dump Truck
FT	Fire Truck
FB	Flatbed or Platform
FR	Flatrack
GG	Garbage or Refuse
GR	Glass Rack
GN	Grain
HO	Hopper (Bottom Dump)
LS	Livestock Rack
LW	Lunch Wagon
MH	Motorized Home
PI	Pallet
PK	Pickup

Illinois LEADS Reference Manual

VEHICLES (6)

TRUCKS (Continued)

H. STYLE CODES (VST) (Continued):

<u>CODE</u>	<u>STYLE</u>
PM	Pickup with Camper Mounted on the Bed
RF	Refrigerated Van or Reefer
ST	Stake or Rack
TN	Tanker
TT	Tow Truck or Wrecker
DS	Tractor Truck, Diesel
TR	Tractor Truck, Gasoline
VC	Van Camper, sometimes called a "house-car" with the camper permanently attached to the truck's frame or chassis (Code was TW).
VT	Vanette, including Metro, Step Van, and Handy Van
VN	Van or Panel (Includes customized and passenger with or without windows)
WD	Well Driller

Illinois LEADS Reference Manual

VEHICLES (6)

TRUCK, VAN, BUS, MOTOR HOME VMA and VMO Codes by Make

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
SKMD	TK	Academy Mobil Homes
ADVE	TK	Adventure Wheels Motor Home
AIRO	TK	Air-O-Motor Home
ALAS	TK	Alaskan Camper
ALLE	TK	Allegro Motor Home
ALSE	TK	All Seasons Motor Home
ALOH	TK	Aloha Trailer Co. (motor homes)
AMCC	TK	American Clipper Corp., Morgan Hill, California
AMEL	TK	American Econobile Hilif
LAFR	TK	American La France, Division A-T-O, Inc.
AMER	TK	American Motors General Bus
AMER	TK	American Motors Jeep (See make "Jeep" for Jeeps mfd. prior to 1970.)
AMGC	TK	(Obsolete VMA code for American Motors General Bus)
APOL	TK	Apollo Homes
ARGS	TK	Argosy Motor Home Truck
ARIS	TK	Aristocrate Motor Home
ARRO	TK	Arrow
ATLS	TK	Atlas Hoist & Body, Inc.
AUST	TK	Austin
AUTO	TK	Autocar
AVAL	TK	Available
AVCO	TK	Avco Corp., Precision Products Div.
BAIN	TK	Bainbridge Motor Home
BALB	TK	Balboa Motor Home
BANN	TK	Banner Industries, Inc.
BARR	TK	Barrett
BEAM	TK	Beach-Craft Motor Homes Corp., Elkhart, Indiana
BEAE	TK	Beaver Monterey Motor Home
BEEH	TK	Beechwood Motor Home
BLLV	TK	Bellview Camper
BEDX	TK	Bendix Corp. (Mfr. of mobile homes and recreational vehicles)
RCKL	TK	Big A (Mfd. by Rickel Mfg. Corp.)
BIVO	TK	Bivouac Industries, Inc., Vandalia, Michigan
BLUB	TK	Blue Bird Body Co.
BLUG	TK	Blue Ridge Pre-Built Homes (Mfr. of Honey Motor Home)
BMC	TK	BMC
BNDR	TK	Bounder Motor Home (Mfd. by Fleetwood, Decatur, IN)
BRAL	TK	Brall Motor Home
BREE	TK	Breeze Motor Home
BRST	TK	Briggs & Stratton Corp.
BROC	TK	Brockway
BROU	TK	Brougham Industries, Inc.
BRWN	TK	Brown
BUG	TK	Bug
CABA	TK	Cabana Motor Home
CATL	TK	Catalina Motor Home
CAT	TK	Caterpillar Tractor Co.
CAVE	TK	Caveman
CCC	TK	CCC (Crain Carrier)
CHAM	TK	Champion Home Builders Co.

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
CHVL	TK	Chevallero Motor Home
CHEV	TK	Chevrolet
CHEV	TK	Chevrolet El Camino (VYR/81 and later.)
CHNO	TK	Chinook
CLAR	TK	Clark Equipment Co.
CLWX	TK	Clark-Wilcox
CLYP	TK	Clypso Motor Home
COCH	TK	Cochran Western Corp. (Subsidiary of Western Gear Corp.)
COMD	TK	Commander Motor Home
CONC	TK	Concord Motor Home
CONO	TK	Condor Coach
CONT	TK	Continental Motor Home
CONY	TK	Cony Truck (Japan)
COPA	TK	Cooper Alpine Motor Home
CORB	TK	Corbitt
CORO	TK	Coronado Motor Home
COTZ	TK	Cortez Motor Home
FORD	TK	Courier
TRVA	TK	Cozy Craft (Mfd. by Travelcraft, Inc.)
CPPR	TK	C/P Products Corp.
CRAF	TK	Craftsman
CCC	TK	Crain Carrier (CCC)
CHAM	TK	Creger (Mfd. by Champion Home Builders)
CROS	TK	Crosley
CRUI	TK	Cruiseair Motor Corp.
GEOR	TK	Cruisemaster Motor Home (Mfd. by Georgie Boy Mfg., Inc., Edwardsburg, Michigan)
CUSH	TK	Cushman
INTL	TK	Custom Scout I (Mfd. by International Harvester Co.)
DAF	TK	DAF
KWDT	TK	Dart, KW
DATS	TK	Datsun
DIAR	TK	Diamond Reo
DIAT	TK	Diamond T
DIPL	TK	Diplomat Motor Home
DISC	TK	Discover 25 Motor Home
DIVC	TK	Divco
DODG	TK	Dodge
DREA	TK	Dreamer (motor homes)
DUPL	TK	Duplex Truck Div. (Div. of The Nolan Co., Midvale, Ohio)
DYNA	TK	Dynahoe Truck
EAGI	TK	Eagle International, Inc., Brownsville, Texas (Mfrs. buses)
ECON	TK	Economy-Wisconsin
CHEV	TK	El Camino (Chevrolet), VYR/81 and later.
ELDO	TK	El Dorado International, Inc.
ELEC	TK	Elec-Trac
ELET	TK	Electra Vacation Home
ELGN	TK	Elgin Sweeper Company, Elgin, IL

TRUCKS, BUSES, MOTOR HOMES, VANS

TRUCKS, BUSES, MOTOR HOMES, VANS

Illinois LEADS Reference Manual

VEHICLES (6)

TRUCK, VAN, BUS, MOTOR HOME VMA and VMO Codes by Make

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
ENPR	TK	Enterprise Motor Home
ESCP	TK	Escapade Motor Home
ESTA	TK	Establishment
ESTM	TK	Estate Mfg., Inc., Elkhart, IN (motor homes)
EUCL	TK	Euclid, Inc. (Subsidiary White Motor Corp.)
EXC	TK	Excel Motor Home Truck
EXEC	TK	Executive Industries, Inc.
EXPL	TK	Explorer Motor Home
FABO	TK	Fabco, Division of Kelsey-Hayes Co.
FAN	TK	Fanc Motor Home Truck
FARG	TK	Fargo
FDGD	TK	(Obsolete VMA code for Ford Goldline Camper)
FEDL	TK	Federal
FEST	TK	Festival Homes of Ohio, Inc., Greenwich, OH
FIAT	TK	Fiat
FIEL	TK	Field and Stream (Mfd. by Vacation Industries)
FIRE	TK	Fireball Trailer Mfg. (motor homes)
FTWD	TK	Fleetwood Enterprises, Inc.
FLEX	TK	Flexible
FMC	TK	FMC Corp.
FORD	TK	Ford
FORD	TK	Ford Goldline Camper
FRTV	TK	Foretravel, Inc., Nacogdoches, TX
FRAI	TK	Franklin Coach Co., Inc.
FRHT	TK	Freightliner Corp.
SUNB	TK	Funwagon (Mfd. by Sunbeam)
FUTR	TK	Futura Mobile Home
FWD	TK	FWD Corp.
COCH	TK	Galley Truck (Mfd. by Cochran Western Corp.)
GARP	TK	Gardner-Pacific-Sunrader, Inc., (Mfrs. motor homes--Vallejo, CA)
GMC	TK	General Motors Corp.
GEOR	TK	Georgie Boy (Mfr. of Cruisemaster Motor Home)
GIGI	TK	GIGI Industries, Inc. (motor homes)
GMC	TK	GMC Truck & Coach Division, General Motors Corp.
GOLM	TK	Golden West Mobile Homes, Inc.
CPPR	TK	Good Life, The (Mfd. by C/P Products Corp.)
GRSP	TK	Gran Spree Mini Camper
GRES	TK	Great Escape
GREL	TK	Great Lakes Mobile Home
GRUM	TK	Grumman Motor Home
GWM	TK	Gulf & Western Mfg. Co., Inc., Southfield, Michigan (Also known as G & W)
GWM	TK	G & W Mfg., Southfield, MI
GYPS	TK	Gypsy Campers, Inc.

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
HACK	TK	Hackney & Sons, Inc.
HAFL	TK	Haflinger
HNMR	TK	Hahn Motors, Inc., Hamburg, PA
HALM	TK	Hallmark Motor Home
HAPP	TK	Happy Wanderer Industry, Inc.
HARV	TK	Harvest Motor Home
HAYS	TK	Hayes Log Truck
HEND	TK	Hendrickson Manufacturing Co.
HINO	TK	Hino
HOLI	TK	Holiday Industries, Inc.
HOLR	TK	Holiday Rambler
HOLK	TK	Holmes Wrecker
BLUG	TK	Honey Motor Home (Mfd. by Blue Ridge Pre-Built Homes)
HONO	TK	Honorbuilt Trailers, Inc.
HORZ	TK	Horizon Motor Home
HORS	TK	Horseman Camper
HOUG	TK	Hough Brothers, Inc.
HUWA	TK	Huber-Warco
HUNT	TK	Huntsman, Inc., Chetopa, KS
INOR	TK	Idaho Norland Co.
IDEL	TK	Ideal Industries
INDI	TK	Indiana
INTL	TK	International Harvester Co.
ISLA	TK	Islander Motor Home
ISU	TK	Isuzu
ITAS	TK	Itasca Motor Home
IVEC	TK	Iveco (Mfr. of Magirus Tractors)
JAMB	TK	Jamboree Motor Home Truck
SKMD	TK	Jamee Motor Home (Mfd. by Skyline Motorized Div.)
JAY	TK	Jayco, Inc.
JEP	TK	Jeep (If mfd. prior to 1970. 1970 and later, see make American Motors.)
JOUR	TK	Journey Motor Homes, Inc., Elkhart, IN
KAJU	TK	Kajun Motor Home
KAKI	TK	Kamp King Utopian
KASS	TK	Kassborth
KAYO	TK	Kayot, Inc.
KENS	TK	Kensington Motor Home
KW	TK	Kenworth Motor Truck Co., Division Paccar, Inc. Also includes Kenworth Glider.
KNNW	TK	Kenworth Northwest, Inc., Seattle, WA
KGHY	TK	Kings Highway (motor homes)
KITM	TK	Kit Manufacturing Co.
KODI	TK	Kodiak Coach & Mfg. Co.
KRAE	TK	Krager Kustom Koach, Inc.
KWDT	TK	KW Dart
LAFY	TK	Lafayette Motor Home
LFZA	TK	LaForza (utility vehicle; Hayward, CA)
LASH	TK	Lake & Shore Camper
LANU	TK	Landau Motor Home, Anaheim, CA
LNDR	TK	Land Rover
LDAZ	TK	Lazy Daze Motor Home (Mfd. in Pomona, CA)
LEIS	TK	Leisuretime Motor Home
LEWI	TK	Lewis-Shepard

TRUCKS, BUSES, MOTOR HOMES, VANS

TRUCKS, BUSES, MOTOR HOMES, VANS

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VEHICLES (6)

TRUCK, VAN, BUS, MOTOR HOME VMA and VMO Codes by Make

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
LEYL	TK	Leyland
LIFE	TK	Lifetime Mfg. Co.
LIPR	TK	Little Prospector Motor Home
LODA	TK	Lodal, Inc., Kingsford, MI
LYNR	TK	Lynn-Towtruck
MACK	TK	Mack Trucks, Inc.
IVEC	TK	Magirus (Manufactured by Iveco)
MAHA	TK	Marmon Harrington
MAQI	TK	Marque, Inc., Bristol, IN
MAVL	TK	Marvell Mobile Home
MASS	TK	Massey-Ferguson, Inc.
MAXI	TK	Maxim Ind., Inc. (Mfr. of Maxim Fire Trucks, Middleboro, MA)
MAXO	TK	Maxon Eagle (Mfd. by Maxon Industries, Inc.)
MAXO	TK	Maxon Industries, Inc., Commerce, CA
MYFA	TK	Mayfairer Motor Home
MAYS	TK	Mays Industries, Inc., Boaz, AL
MAZD	TK	Mazda
MCRR	TK	Mc Kee Roughrider
MELM	TK	Melmak Motor Home
MELA	TK	Melmar Motor Home
MLRO	TK	Melrose Tractor Truck
MERZ	TK	Mercedes-Benz
MIDA	TK	(Obsolete VMA code for Midas International Corp.)
MIDS	TK	Midas International Corp.
RBRC	TK	Mini-Cruiser (Mfd. by R.B.R. Corp.)
MIRA	TK	Mirage Motorhomes, Inc.
MITA	TK	Mitsubishi
MKMH	TK	MK 5-1400 Motor Home
MBTR	TK	Mobile Traveler
MLXC	TK	Mobilux
MNAC	TK	Monaco Motor Home
MONH	TK	Monarch Motor Home
HOLR	TK	Monitor Mini-Motor Home (Mfd. by Holiday Rambler)
MCIN	TK	Motor Coach Industries, Inc.
BEAR	TK	Motor Homes of America, Inc.
MOTO	TK	Motoroam Industries, Inc., Galva, IL
MLTI	TK	Multition Hydraulic Truck
MUNT	TK	Muntz
NASH	TK	Nash
NAVI	TK	Navistar
NEWL	TK	Newell Coach Corp., Miami, OK
NEWP	TK	Newport Homes, Inc.
NISS	TK	Nissan
NDMC	TK	Nissan Diesel Motor Co.
NORI	TK	Norris Homes, Inc.
OLYM	TK	Olympia Motor Home
OPEN	TK	Open Road Industries
OSHK	TK	Oshkosh Motor Truck Co.
GWM	TK	Ottawa (Mfd. by G & W Mfg.)
OVEL	TK	Overland Mfg. Co. (motor homes)

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
PARO	TK	Pace Arrow
PACS	TK	Pacesetter
PACC	TK	Pacific Coach, Inc. (Mfd. in Portland, OR)
PAMA	TK	Pama Camper
PADA	TK	Panda Motor Home
PTRB	TK	Peterbilt Motors Co., Division Paccar, Inc.
PETR	TK	Peter Pirsch & Sons Co., Kenosha, WI
PETM	TK	Pettibone Corp.
PHOE	TK	Phoenix (motor homes)
PIRC	TK	Pierce Mfg., Inc. (Mfr. of Pierce Duplex, Appleton, WI)
PETR	TK	Pirsch, Peter & Sons, Co., Kenosha, WI
PLYM	TK	Plymouth
PONT	TK	Pontiac
PREO	TK	Prevost Car, Inc. ("Prevost Bus;" Sainte Claire, Quebec, Canada)
PRIJ	TK	Pride & Joy Mini Motor Home
PRIN	TK	Princess Homes
RANL	TK	R-Anell Homes, Inc., Denver, CO
RROV	TK	Range Rover of North America
RBRC	TK	R.B.R. Corp., Mishawaka, IN
RCMH	TK	RC Motor Home
REMH	TK	(reconstructed motor home)
REDI	TK	Redi-Go Traveler
REDM	TK	Redman Homes, Inc. (Div. of Redman Dallas, TX)
REO	TK	Reo
REVN	TK	Revcon (motor homes)
RICH	TK	Richardson Homes Corp.
RCKL	TK	Rickel Mfg. Corp., Salina, KS
ROAE	TK	Roadliner Mfg. Div.
ROAD	TK	Road Motor Home
ROAB	TK	Roam-A-Bout Camper
ROAM	TK	Roaming Home
ROBM	TK	Robinhood Motor Homes, Inc., Redondo Beach, CA
ROLH	TK	Roll-A-Long & Sterling Coach Co.
ROOF	TK	Roofmaster
ROV	TK	Rover
ROLY	TK	Royal Land Yacht
RVII	TK	RV Industries, Inc.
SABR	TK	Sabra
SFET	TK	Safet Camper
SALE	TK	Salem Mobile Home
FEST	TK	Sandpointe (Mfd. by Festival Homes of Ohio, Inc.)
SANI	TK	Sani-Cruiser Co.
FTWD	TK	Santana Motor Home (Mfd. by Fleetwood)
SAVG	TK	Savage Manufacturing Corp., Pleasant Grove, Utah
SCAN	TK	Scania (Saab-Scania of America, Inc.) Orange, CT
SCOU	TK	Scout Motor Home
SEAF	TK	Seagrave Fire Appartus, Clintonville, WI
SITE	TK	Sightseer Motor Home
SILV	TK	Silver Streak Trailer Co.
SKMD	TK	Skyline Motorized Div. (Div. of Skyline Corp., Elkhart, IN)

TRUCKS, BUSES, MOTOR HOMES, VANS

TRUCKS, BUSES, MOTOR HOMES, VANS

Illinois LEADS Reference Manual

VEHICLES (6)

TRUCK, VAN, BUS, MOTOR HOME VMA and VMO Codes by Make

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
SNAP	TK	Snapper, Div. Turtle-Top, Inc., Goshen, IN
SOON	TK	Sooner Mfg.
SOWI	TK	Southwind Motor Home
SPAM	TK	Spacemaster, Columbia, TN
SPAA	TK	Space Motor Home
SPTN	TK	Spartan Motors, Inc. (Mfd. in Charlotte, MI)
SPRT	TK	Sportcoach Motor Home
STAO	TK	Starcraft Corp.
STRR	TK	Starcrest Motor Home
STAT	TK	Startrek
STDP	TK	Steyr-Diamler-Puch
STRM	TK	Streamline Motor Home
STU	TK	Studebaker-Worthington, Inc.
SUBA	TK	Subaru
SUNB	TK	Sunbeam
SUND	TK	Sundial Motor Home
SUNE	TK	Sunliner Motor Home
GARP	TK	Sunrader (motor homes--Mfd. by Gardner-Pacific-Sunrader, Inc.)
SUPE	TK	Superior Motor Home
SURV	TK	Surveyor Motor Home
SUTP	TK	Sutphen Corp., Amlin, OH
SUZI	TK	Suzuki Pickup Truck
SWEE	TK	Sweetheart Motor Home
SWIN	TK	Swinger
TAHO	TK	Tahoe Motor Home
TARA	TK	Tara Products, Inc., White Pigeon, MI
TAYD	TK	Taylor-Dunn Industrial Electric Vehicles, Anaheim, CA
TERR	TK	Terravac Corp., Stockton, CA
TEXO	TK	Texoma, Inc.
THAM	TK	Thames
CPPR	TK	The Good Life (Mfd. by C/P Products, Inc.)
THMS	TK	Thomas Built Bus Co.
TIOG	TK	Tioga Motor Home
TITA	TK	Titan Trailer Corp. (motor homes)
TOLO	TK	Tour-A-Lodge
TOWN	TK	Town & Country Mfg.
TOYT	TK	Toyota Motor Co., Ltd.
TRST	TK	Trailstar
GEOR	TK	Transmaster (Mfd. by Georgie Boy Mfg., Inc.)
TMC	TK	Transportation Mfg. Corp., Roswell, NM
INTL	TK	Transtar (Mfd. by International Harvester)
CHAM	TK	Trans Van Motor Homes (Mfd. by Champion)
TRVC	TK	Travco Corp.
TRCR	TK	Travel Car Motor Home
TRUK	TK	(unlisted make)
TRVA	TK	Travelcraft, Inc., Elkhart, IN
TVLC	TK	Travelcraft Motor Home
TRMI	TK	Traveler Mfg., Inc., Concordia, MO
TRVE	TK	Traveleze Industries, Inc.
TRVL	TK	Travel Home, Inc.

VMA	VMO	Make of Truck, Bus, Motor Home, Etc
TRVM	TK	Traveliner Motor Home
TRQN	TK	Travel Queen Motor Home
TRAV	TK	Travoy Motor Home
TREK	TK	Trek, Inc., Elkhart, IN
TROJ	TK	Trojan
TUFF	TK	Tuffy
ULTR	TK	Ultra, Inc.
UNGE	TK	Unger Motor Home
TRUK	TK	(unlisted make)
UTAH	TK	Utah King Motor Home
UTEL	TK	Uteliner Motor Home
UTIM	TK	Utilimaster, Division of Holiday Rambler Corporation
UTIM	TK	Util-I-Van (Mfd. by Utilimaster Div. Holiday Rambler Corp.)
UTOP	TK	Utopia Coach Corp. (motor homes)
VACE	TK	Vacationar Motor Home Truck
VANM	TK	Van American, Inc., Goshen, IN
VANT	TK	Vanette
VESE	TK	Vesely Co.
VIVA	TK	Viva Motor Home
VOGU	TK	Vogue Motor Home
VOLK	TK	Volkswagen
VOLV	TK	Volvo
WAGN	TK	Wagner
WALT	TK	Walter Motor Truck Co.
WALA	TK	Ward LaFrance International, Inc.
WASW	TK	Warner & Swasey Co.
WAYF	TK	Wayfarer Coach Mfg.
WCTR	TK	West Coaster Mailster (3 wheels)
WSTR	TK	Western Star
WHGM	TK	WhiteGMC (begin. model year 1988)
WHIT	TK	White Motor Corp.
WHTP	TK	White Pine Campers, Inc., Waupaca, WI
WHTF	TK	(Obsolete VMA code for White Freightliner. Use WHIT as VMA Code)
WHWN	TK	(Obsolete VMA code for White Western Star Log Truck. Use WHIT as VMA Code)
WICM	TK	(Obsolete VMA code for Williams Craft, Inc.)
HOLR	TK	Wide World (motor homes--Mfd. by Holiday Rambler Corp.)
WIGW	TK	Wigwam Motor Home
WICT	TK	Williams Craft, Inc.
WILW	TK	Williamsen Truck Equipment Corp., Salt Lake City, UT
WILL	TK	Willlys-Overland
WINL	TK	Winder Liberator Camper
WIND	TK	Windjammer Motorcoach
WINN	TK	Winnebago Industries, Inc.
WIZA	TK	Wizard
YALE	TK	Yale, Material Handling Division
ZIMM	TK	Zimmer Motor Coach Corp.

TRUCKS, BUSES, MOTOR HOMES, VANS

TRUCKS, BUSES, MOTOR HOMES, VANS

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

A. VEHICLE CATEGORY: CAMPERS FOR TRUCK MOUNTING

- B. TYPES INCLUDED: Includes serialized shell campers and all other serialized campers designed for truck mounting. Does not include camping trailers which are not designed for truck mounting.

When the camper is mounted on a pickup truck at the time of theft, enter two separate records -- one for the truck using style (VST) code PM for "pickup with camper mounted" and the second record for the camper itself.

- C. ENTRY REQUIREMENTS: The camper must be serialized, and you must know the serial number, make, and model year or you may enter an Owner-Applied Number in the OAN Field.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	Any of the message key suffixes may be added. See VEH-147 and -148.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	Enter model year of the camper.
VMA	Required	VEH-94	Listed with trailer codes. If manufacturer is not listed, enter 'TRLR' for VMA and give manufacturer's name in the MIS Field. DON'T ENTER the vehicle if the manufacturer's name cannot be determined.
VMO	Required	TL	Model code is always 'TL', the same as for trailers.
VST	Required	TM	Style code is always 'TM' meaning <u>truck-mounted</u> camper.
VIN	Optional*	VEH-158	Enter camper serial number.
OAN	Optional*	VEH-162	
LIM	Blank		Leave blank.
LIY	Blank		Leave blank.
LIS	Blank		Leave blank.
LIT	Blank		Leave blank.
LIC	Blank		Do <u>not</u> enter the plate number from the truck in the camper record.
MIS	Required	VEH-176	If the camper was unmounted at the time of theft, the first item should be "UNMOUNTED CAMPER". Mounted or not, the MIS Field should contain descriptive data. When there is a second record for the truck, the NIC of the truck record should be entered in the MIS Field of the camper record.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

* Either a serial number must be entered in the VIN Field or you may enter an Owner-Applied Number in the OAN Field.

Illinois LEADS Reference Manual

VEHICLES (6)

CAMPERS FOR TRUCK MOUNTING (Continued)

E. SAMPLE ENTER PROBLEM: On December 1, 1991, you receive a theft report on a Ford pickup with a 1977 model Beet Truck Mount Camper mounted at the time of theft. You have already entered the truck in NCIC record number V932706266. The aluminum over white camper is a walk-in model with serial number 77475DX. The truck and camper were stolen from 1001 Rosebud Lane in Juniper. Enter the camper into LEADS/NCIC.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV TMP STOLEN JUNIPER
DOT 120191 VCO SIL/WHI VYR 77 VMA BEET VMO TL VST TM
VIN 77475DX OAN
LIM LIY LIS LIT LIC
MIS WALK-IN CAMPER, SEE STOLEN TRUCK NIC/V932706266
OTX/815-555-4632
SFA 1001 SST ROSEBUD LANE SFC JUNIPER
OCA 171-91 ORA PD JUNIPER IL ENT KAT OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: Make codes are included with the Trailer codes beginning on page VEH-94. The Model code is always 'TL'.

H. STYLE CODES (VST): Style is always 'TM' for truck-mounted campers.

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

A. VEHICLE CATEGORY: TRAILERS

B. TYPES INCLUDED: Includes all trailers designed to be pulled by a vehicle including semitrailers, house trailers (mobile homes), travel trailers, etc. A complete list is included with the style codes in paragraph H.

C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See VEH-147 and -148 for suffixes.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-94	If homemade, enter 'HMDE'. If make is not listed, enter 'TRLR' in VMA and enter manufacturer's name as the first item of the MIS Field. DON'T ENTER the vehicle if the manufacturer's name cannot be determined unless the vehicle is homemade.
VMO	Required	TL	Always 'TL'. Give model name and/or model number in MIS Field.
VST	Required	VEH-93	
VIN	Optional*	VEH-158	Enter trailer serial number or VIN plate number.
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	Code varies for different trailers and different uses.
LIC	Optional*	VEH-174	
MIS	Optional	VEH-176	If VMA is 'TRLR', first data item must be manufacturer's name followed by model no. and/or model name. Enter trailer length if available.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Enter either the serial number or the VIN plate number in the VIN Field, or enter the owner-applied number in the OAN Field, and/or enter LIY, LIS, LIT, and LIC (all four).

E. SAMPLE ENTER PROBLEM: Your department receives a theft report on a 40-foot, 1970 Fruehauf van style semitrailer, serial number CHM101326. The owner's unit number 171 is painted on the rear door. The license plate was an Illinois, 1991 apportioned trailer license plate T1321. The trailer was taken from 40 Industrial Drive, in Oz, Illinois on November 5, 1991.

Illinois LEADS Reference Manual

VEHICLES (6)

TRAILERS (Continued)

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

L EV TMP STOLEN OZ
DOT 110591 VCO VYR 70 VMA FRUE VMO TL VST VN
VIN CHM101326 OAN 171
LIM LIY 91 LIS IL LIT AP LIC T1321
MIS OAN/REAR DOOR OTX/815-555-7321

SFA 40 SST INDUSTRIAL DRIVE SFC OZ
OCA V-245 ORA PD OZ IL ENT KAT OPR AV

G. MAKE (VMA) & MODEL (VMO) CODES: Make codes table starts on the next page. Model (VMO) is coded TL for all trailers.

H. STYLE CODES (VST):

<u>CODE</u>	<u>STYLE</u>
AC	Auto Carrier
DY	Auxiliary Dolly
BT	Boat
CT	Camping (Also known as camper or travel trailer.)
CG	Converter Gear (Single-axle unit that converts twin-axle tractor trucks into tri-axle.)
FB	Flatbed or Platform
HO	Hopper
HE	Horse
HS	House (Mobile Home)
LB	Lowbed or Lowboy
MT	Motorcycle
LP	Pole (Also known as logging trailer - used to transport logs and pipes.)
RF	Refrigerated Van (Reefer)
SE	Semi (Use code "SE" only when the specific body style of a semi-trailer is unknown.)
SM	Snowmobile
ST	Stake or Rack
TN	Tanker
CT	Travel
UT	Utility
VN	Van (Includes open or closed top box trailers.)
GA	Wagon (Also known as Gondola, Cart, or Container.)

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VEHICLES (6)

TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
AONE	A-1 Trailer
AAA	AAA Mobile Home Mfg. Co.
AAB	A.A.B Co., Inc.
AALI	Aalite Co.
AARD	Aardvark Co., Waxahachie, TX
AAWE	A-A Welding Service
AAWS	A-A Welding Service, Mt. Pleasant, TX
ABBO	Abbot, Paul Co., Inc.
ABC	ABC (Aluminum Body Corporation)
ABCC	ABC Coach Co.; From 1960 on, see Vought Industries
ABCH	ABC Homes, Division Divco-Wayne Industries
ABCO	ABCO Trailer Mfg. Co.
ABER	Aberdean Boat Trailer
ABIA	ABI Leisure, Inc., Ontario, Canada
ABTR	A & B Trailer Mfg. Co., Inc., Crown Point, IN
ACAE	Academy Mobile Home Corp.
ACE	Ace Trailer of America
ACEC	Ace Traveler Corp.
ACKN	A & C Knight, Ltd.
ACME	Acme Trailer Mfg. Co.
ACRO	Acro Tank Co.
ACTD	Action Industries
ACTE	Active Homes Corp.
ACTO	Action Mobile Industries, Inc., Elburn, IL
ADA	Ada Horse Trailer
ADMS	Adams Engineering Co.
ADMT	Adams Trailer Mfg.
ADDI	Addison Homes, Div. of Penthouse Industries, Inc., Addison, AL
ADMI	Admiration Homes, Elkhart, IN
ADSP	Adspa Mobile Home (Mfd. by Ad Space, Inc., Pomona, CA)
ADVA	Advance Mfg. Co.
AERG	Aero Glass Boat Co.
AERI	Aeroil Products Co., Bensenville, IL
AELI	Aero Liner Co.
AGSY	AG-Systems, Inc., Hutchinson, MN
AGTR	Ag-Tronic, Inc., Hastings, NB
ANCH	Ahoy (Mfd. by Anchor Homes, Inc.)
FIRT	Air Buoy (boat trailers--mfd. by Firestone Tire & Rubber Products)
AIRE	Aire-Line Mobile Homes
AIRM	Air-Flo Mfg. Co., Inc, Fort Worth, TX
GREG	Air-Flo Mobile Home (Mfd. by Gregory Mfg. Co.)
AIRF	Airflyte Mfg. Co.
AIRP	Air-O-Corp.
AIRS	Airstream Travel Trailers
AIRI	Air Support Industries, Glassboro, NJ
AJAX	Ajax Trailer Co.
AJIN	A & J Industries Custom Fiberglassing
AJTR	A. J. Travelute Trailer Mfg. Co.
ALAB	Alabama Trailer Co.
ALAD	Aladdin Trailer Co.
ALAI	Alair Coach Corp.
GILD	Alan (Mfd. by Giles Industries)
ALBE	Alberta Trailer Co., Ltd.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
ALCA	Alcan American, Inc.
ALCO	Alcoa Trailer
MARH	Alexandria Mobile Home (Mfd. by Marietta Homes)
FIEA	Alex Fiegelson Co.
ALFO	Alforge Metals Corp., Ontario, Canada
SKYL	Aljo (Mfd. by Skyline Homes)
ALL	All American Campers
ALAR	All Around Horse Trailer
RLAC	Allen, R. L. Company, Inc., Battle Creek, MI
ALLW	Allentown Brake & Wheel Service, Inc.
ALLB	Allied American Builders Corp.
ALLC	Allied Mfg. Co.
ALLD	Allied Products, Division Lonergan Corp.
ALLI	Allis-Chalmers
ALLK	All Lakes Trailer
ALLN	Alloy Machine Products Corp.
ALLO	Alloy Trailers, Inc.
ALLP	All Purpose Trailer Co., Inc., Jefferson, SD
ALLR	All Star Coach, Inc.
SEAR	Allstate; Sears, Roebuck product
ALLT	All-State Trailer Co.
ALLU	All States Trailer Co.
ALIM	All Steel Mfg. Co.
ALMI	Almac Industries, Inc.
ALMC	Al-Mac Products, Inc.
ALME	Alma Trailer Co.
ALOH	Aloha Trailer Co.
ALPF	Alpine Mfg. Co.
ALTE	Altec Industries, Indianapolis, IN
TUCE	Al Tucker Trailer Co.
ALUC	Aluma Craft
HOLR	Aluma-Lite (Mfd. by Holiday Rambler Corp.)
ALUM	Aluminum
ALMN	Alumna-Weld, Inc., Friendship, AR
SKYL	Aly (Mfd. by Skyline Corp.)
ALYT	Aly Travel Trailers, Div. Layton Homes Corp.
AMBA	Ambassador
AM	A & M Boat Trailer
AMCO	A & M Coach
ABTM	Amco Boat Trailer
AMC	AMC Trailer
AMEC	American Aluminum Co.
AMRI	Americana Mobile Homes, Inc.
AMEA	American Beauty (Mfd. by American Shelter Systems, Inc.)
AMEB	American Body & Trailer Co.
AMED	American Coach Co.; Division Detroit Homes
AMFA	American Dream (Mfd. by American Family Homes, Inc.)
AMEE	American Duralite Corp.
AEAG	American Eagle (campers)
AMFA	American Family Homes, Inc.
AMEI	American Pipe & Steel Corp.
AMEH	American Pride Homes, Division Challenger Homes

TRAILERS & TRUCK-MOUNT CAMPERS

TRAILERS & TRUCK-MOUNT CAMPERS

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VEHICLES (6)

TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
AREC	American Road Equipment, Omaha, NB
ARMT	American Road Trailer Camper
AMEA	American Shelter Systems, Inc., Shreveport, Louisiana
AMEM	American Trailer & Mfg. Co. (See also Transporter)
AME	American Trailers Inc. of Oklahoma City ("American" Vans-Division, Polar Mfg.)
AMET	American Trailer Specialists
AMEP	American Way Homes Corp.
AMES	Amerigo Travel Trailer
AMPC	Ampco Mfg.
AMT	Amtec Trailer
ANAL	Ana-Log
ANCH	Anchor Homes, Inc.
ANDE	Ander-Ett, Inc.
ANDH	Anderson Coach Co.
ANDI	Anderson Mobile Homes Mfg. Co.
ANDM	Andrea Mobile Homes
ANDR	Andrews Payloader
ANGE	Angelus Trailer Mfg. Co.
ANTH	Anthony Co.
ANTO	Anton Mfg. Co.
APAC	Apache Coach Co.
APAE	Apache Corp.
APAH	Apacheon Coach Co.
APEC	Apeco Mobile Homes, Division Apeco Corp.
APEX	Apex Travelers, Inc., Elkhart, Indiana
APOL	Apollo Homes
APPL	Appleby Camper Trailer
APLE	Appleton Trailer
AQCR	Aqua Cruiser, Inc., Columbia, TN
AQUA	Aquaforge, Wentzville, Missouri
AQUT	Aqualand Trailers, Division Mid-Atlantic Metal Distributors
TRRI	Aquarius (boat trailers--mfd. by Trail- Rite, Inc.)
ARAB	Arabian (Mfd. by Arabi Homes, Inc.)
ARAB	Arabi Homes, Inc., Arabi, Georgia
AGDC	Aragon Distributing Co., Inc.
ARCO	Arcos Boat Trailer
ARCA	Arctic Cat
ARCT	Arctic Enterprises, Inc., Thief River Falls, Minnesota
ARGS	Argosy Travel Trailer
ARIC	Aristocrat Trailer Sales, Division I.B. Perch Company
RAW	Arkansas Traveler (Mfd. by Rawhide Stock & Horse Trailer Mfr., Inc.)
SKYL	Arlington Mobile Homes (Mfd. by Skyline Corp.)
ARMA	Armadillo Trailers, Inc. (utility trailer, Deport, TX)
ARMH	Armor Homes of Virginia
ARMO	Armor Mobile Homes Mfg. Co., Subsidiary Magnolia Mobile Home
ARNT	Arndt Trailers (horse trailers)
ARND	Arnold Travel Trailer Mfg. Co.
AROS	Aros
ARRC	Arrow Campers, Inc.
ARRW	Arrowhead Trailers

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
ARRM	Arrow Motor Homes
ARRT	Arrow Trailers, Inc., Memphis, Tenn.; Arrow platforms, etc.
ARTH	Artcraft Mobile Homes Mfg. Co.
ARTG	Artcraft of Georgia
ARTA	Art James Mfg.
TRAH	Art Roll Mfg. Co., Inc. (New name is Trail-R-Craft, Inc.)
ASBY	Ashby Brothers
ASHD	Ashdown Mfg. Corp.
ASHT	Ashton Trailer
ASI	ASI Trailer
ASPE	Aspen Camper, Inc.
ASPL	Asplundh Manufacturing Division, Division of Asplundh Tree Expert Co.
ATTC	Associated Truck & Trailer, Tigard, OR
ASTR	Astro Mobile Homes Mfg. Co.
ATHE	Athey Products Corp., Raleigh, NC
ATLA	Atlantic Coast Camper
ATLC	Atlantic Mobile Corp.
ATLN	Atlantic Mobile Sales
ATLD	Atlas Division, Lonergan Corp.
ATWO	Atwood Mobile Home
AUBN	Auburn Homes
AURO	Aurora Mobile Homes
AUTH	Auto Homes Industries
AUTM	Auto-Mate
AUTI	Auto Trailer Co.
AVAC	Avalair Corp.
AVAO	Avalon Mobile Homes
AVA	Ava Travel Trailer
AVCO	Avco Corp. (recreational vehicles)
FTWD	Avion (Mfd. by Fleetwood Entp.)
AVIO	Avion Coach Corp.
AWAY	Away We Go Travel Trailer
AXLE	Axle & Equipment Sales Co., Naperville, IN
AYRW	Ayr-Way Campers, Div. K. V. Molded Products, Inc.
AZAL	Azalea Homes
AZTE	Aztec Mobile Homes
AZTC	Aztec Products, Inc., Mansfield, Texas
BABC	Babcock's Mobile Home Mfg. Co.
BADG	Badger Trailer Co.
BAIL	Baillie's Tri-R Welding
BAKE	Baker Equipment & Engineering Co.
BAKI	Baker Trailer & Body Co.
BALD	Baldwin Enterprises
BALE	BaleMuvr
BALI	Balko, Inc.
BALL	Ballien Mfg. Co.
BALT	Baltz Industries, Inc., Pocahontas, Arizona
BAME	Bame Three Axle Trailer
BAND	Bandera Trailer
BANH	Bankhead Enterprises, Inc.
BANK	Bankhead Welding Service
BANN	Banner Homes Corp.
BATM	Bantam Camp Trailer (VMA was BANT)
BARA	Bar-A-Horse Trailer
BACC	Bar-C Horse Trailer

TRAILERS & TRUCK-MOUNT CAMPERS

TRAILERS & TRUCK-MOUNT CAMPERS

Illinois LEADS Reference Manual

VEHICLES (6)

TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

BRCO Barco Manufacturing Co., Johnstown, PA
 BARC Barcraft Homes, Inc.
 BARK Barker Trailer Manufacturers, Inc., Phoenix, Arizona
 BARN Barnes Pump Drain Unit
 BARO Baron Homes, Inc. (Formerly C & G Corp., Elkhart, Indiana. VMA was CGC.)
 BARI Barrentine Mfg. Co., Greenwood, MS
 BARE Barrett Trailers, Inc. (Circle B Livestock Trailer. MAK was BARR.)
 BAMH Barrington Homes (Subs. Fleetwood Enterprises)
 BARH Barth Corp.
 BARL Bartlett Trailer Corp.
 BART Bartolini Chassis Trailer
 BASS Bass Boat Trailer, Mt. Home, Arkansas
 JLM Bass Tracker (Mfd. by J.L.M. Industries, Inc.)
 BATA Batavia Trailers, Inc.
 BAUG Baughman Mfg. Co.
 BAY Bay Trailers
 BBCH B & B Cozy-Home
 BBCB B & B Custom Built Trailers, Newport, Arkansas
 BBTM B & B Trailer Mfg., Inc., Wapanuck, OK
 BEAC Beachcomber Industries Ltd., Morden, Manitoba, Canada
 BEAI Beaird Payliner
 BEAL Beall Flatbed Trailer
 BEAT Beall Trans-Lines, Inc., Portland, OR
 BRCT Bear Cat Mfg., Inc., Wickenburg, AZ
 BEAN Bear Industrial Trailers
 BRTR Bear Trailer Mfg., Inc., Lebanon, MO
 BEAV Beaver Trailer
 BEC Beck Camping Trailer
 BECK Becker, Charles H., Inc.
 BEDE Bedell Trailers
 BEET Beeat Truck Mount Camper
 BBEE BeeBee Sales Co., BeeBee, AR
 BEBO Bee Bob Trailer
 BEEA Beechcraft Mobile Home
 BEEC Beechwood Industries, Inc.
 BEEE Bee-Line Travel Trailers or Mobile Homes, Inc.
 BEEG Beemer & Grubb Enterprises
 BEEM Beemer Trailer Mfg. & Sales
 BELA Bel-Aire Campers or Coaches
 BELE Bel-Aire Mobile Homes
 BELL Bella Casa Co.
 BELP Bellaire Products
 BELN Bellamy's Mfr. & Research Products, Hiltons, Virginia
 BELR Bellew's Perris Balley Campers
 BELF Bell Mfg. Corp.
 BELS Bell's Camp Trailers
 BELT Bell's Custom Coaches
 BELH Belshe Trailer
 BELV Belvedere Mobile Homes

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

BEDX Bendix Corp. (Mfr. of mobile homes and recreational vehicles)
 BNHR Ben Hur
 BENL Benlo Co.
 BENS Benson Truck Bodies, Inc., Mineral Wells, West Virginia
 BERH Berkshire Industries
 BERM Bermar Mfg. Corp.
 BRTO Bertolini Container Co.
 BERT Bertran Trailer
 LAKE Bestrail (Mfd. by Lakeside Industries)
 BETH Bethany Fellowship
 BETE Betten France Transportation, Kentucky
 BETT Better Built
 BIEW Biewer Industries
 BIGH Big Horn Trailer
 VACD Big Sur (Mfd. by Vacation Ind.)
 BIGT Big Tex
 BIGV Big Valley Trailers, Inc., Wynne, Ark.
 BIGI Big Well Industries
 BILK Bilken Enterprises (Mfr. of Specialty Trailer (bought out by American Enterprises))
 BJMS Bill James Trailer Sales, Winfield, TX
 MNTG Bill Montgomery
 RIVR Bill Rivers
 BILL Bills Welding Model Trailer
 BILE Biltmore Mobile Homes
 BILR Bilrite Mobile Homes
 BILT Biltwell (or Builtwell)
 BINK Binkley Co., The
 BINS Binks Mfg. Co., Franklin Park, Illinois
 BIOT Biot Camping Trailer
 CMCO Birchwood (Mfd. by Conchemco Homes Group)
 BIRE Bird Engineering, Inc.
 BIRM Birmingham Mfg. Co. (Birmingham Trailers. Also see Totemall make.)
 BJMC B J Mfg. Co., Harrison, Arkansas
 BLAB Black Built
 BLAK Black Diamond Enterprises, Bristol, VA
 BLAC Black Diamond Trailer, Inc., New Tazewell, Tennessee
 BLAW Blackwell Burner Co., San Antonio, Texas
 BLAS Blaine's Custom Mfg. Service, Jackson, MS
 BLAI Blair Horse Trailer
 MHMC Blair House (Mfd. by Manufactured Housing Management Corp.)
 BLAH Blanchard Foundry Co.
 BLAR Blaze Industries
 BLAE Blazer Travel Trailer
 BLAZ Blazon Mobile Homes Corp.
 BLIN B-Line Farm Equip.
 BLIT Blitz Mfg. Co.
 BLIX Blix Coach
 BLOO Bloom, Inc.
 BLUB Blue Bird Body Co.
 BLGA Blue Gator Boat Trailer
 BLUJ Blue, John Co., Huntsville, Alabama
 BLUE Blue Ribbon Coach Co.
 BLUG Blue-Ridge Pre-Built Mobile Homes

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VEHICLES (6)

TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
BLUJ	Blue Trailer (Mfd. by John Blue Co.)
BMBM	B.M.B. Mfg. Co.
CLAB	B.M. Clark Co., Inc.
BMMF	B & M Mfg. Co., South Camdenton, Missouri
BOAN	Boanza Mobile Homes
BOAR	Boardman Co.
BOTL	Boatel Trailer
THOA	Boatoter (Mfd. by Thomas Mfg.)
BOBM	Bobby's Custom Camper Mfg.
BOBC	Bob Coons
BOBK	Bobko, Inc., Michigan City, Indiana
BOB	Bob S Trailer
BOCS	Bo Cats, Inc., Garden City, Kansas
BOCK	Bock Products, Inc.
BOIS	Boise Cascade Mobile Home, Boise ID
BOLA	Boles-Aero, Inc.
BOLG	Bolinger Flatbed Trailer
BOMG	Bomag Trailer
BOMA	Bo-Mar Mfg. Co.
BOMB	Bombardier, Ltd., Valcourt, Quebec
BONA	Bon-Aire Homes, Inc.
BONC	Bonanza Travel Coach, Inc.
BONE	Bond Mobile Homes, Inc.
CHII	Bonnavilla (Mfd. by Chief Industries)
BONI	Bonnieville Mfg. Co.
BOON	Boone Trailers, Inc. (Mfr. of "Boone" Trailers)
BORC	Borg Co.
BORF	Born Free
BOUL	Boulder Trailer
BOWN	Bowen Mobile Homes, Inc. (Mfd. by Bowen Mobile Homes, Inc.)
BOWE	Bowers Mfg. Co.
BOWI	Bowie Industries Corp., Bowie, TX
BOWM	Bowman & Sons
BOWS	Bowsman Trailers, Three Rivers, MI
BOXR	Boxer Trailer
BOYD	Boyd, E.G., Trailer Co.
BOYR	Boyer Industries
SSTL	BP (Mfd. by SS Trailer Co.)
BRAC	Braco Custom Products, Cassopolis, MI
BRAF	Bradford Industries, Bradford, IL
BRAD	Brandt Trailers, Inc.
BRAW	Brandywine Travel Trailer
BRAN	Branstrator Engineering Corp.
BRAU	Braughms Travel Trailer
BRAV	Bravo Trailer
BREZ	Breeze Camping Travel Trailer
BREN	Brenner Tank, Inc.
BREI	Brent Industries, Shell Rock, IA
BRET	Brentwood Mobile Homes, Subsidiary DeRose Industries, Inc.
BREW	Brewer Utility
BRIE	Bridge Mfg. and Equipment Co., Woodburn, IN
BRIG	Brigadier Mobile Homes, Division Brigadier Industries, Inc.
BRIH	Brighton Built Trailers, Brighton, IA
LAOT	Brindle (Mfd. by LaOtto Metal Fabricating Co., Inc.)

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
BRIO	Bristol Homes, Div. Tidwell Ind., Inc., Goshen, IN
BRIT	Bristol Mfg. Co.
BROA	Broadlane Homes, Inc. of Indiana
BROD	Broadmore Mobile Homes, Subsidiary of Fleetwood Trailers & Mobile Homes
BROB	Brobst & Associates
BROR	Brock Star Trailer
BROK	Broken Arrow Mobile Home
BROO	Brooklyn Trailer
BROT	Brooks Brothers Trailers, Inc.
BRDK	Brooks Horse Trailer
BRKW	Brookwood Mobile Home
BROE	Brooten Fabricating, Inc.
BROU	Brougham Industries, Inc.
BROY	Brown Industries
BROW	Brown Trailer, Division Clark Equipment Co.
BROH	Broyhill Co., The, Dakota City, NB
BRUN	Brunswick Travel Trailer
BRTE	Brute Equipment, Inc., Glen Alan, MS
BNST	B & S Boat Trailer Mfg. Co., Gainesville, FL
BUCC	Buccaneer Mobile Homes, Division Brigadier Industries, Inc.
BUCI	Bucita Pop Top Trailer
BUCK	Buck Camper Co.
BU DR	Buck Dragster Flatbed
BU CN	Buckeye Flatbed Trailer
BU CM	Buckeye Mobile Homes, Inc.
KINC	Buckingham (Mfd. by King Homes, Inc., Elkhart, IN)
BU CO	Bucko, Inc., Buhl, IN
BU CS	Buckskin Trailer Mfg. Co., Boosier City, LA
BU DC	Budd Co., The (Formerly Ginchy Mfg. Corp.)
BU DD	Buddy Mobile Homes, Inc.; Division Skyline Homes
BU DG	Budger Mfg. Co.
BU DS	Budson Knobby Flatbed Trailer
BU HL	Buhl Machine Works
BU IL	Built Rite Trailer
BL KE	Bulk Equipment Manufacturer, Inc. (Bulkiner Feed Trailer)
BUL K	Bulk-Hauler Trailers, Killebrew Mfg. Co.
BL TR	Bullet Trailers, Inc., Boat Trailers; Glen Burnie, MD
BUL L	Bullmobile Trailer, Inc., Caldwell, KS
PAR H	Bunkhouse (Mfd. by Park Homes, Inc.)
BUN T	Bunton Co., Louisville, KY
BUN Y	Bunyan, Paul Co.
BUR C	Burch Trailer
BUR E	Burkeen Equipment & Supply Co., Memphis, TN
BUR K	Burkhart Trailer Mfg. Co.
BUR L	Burlington Mfg. Co.
BUR N	Burnup and Sims, Inc., West Palm Beach, FL
BUR R	Burris Stock Trailer

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VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
BRRO	Burro, Inc., Plymouth, MN
BUSH	Buhcraft Trailer
LODC	Bush Hog/Loadcraft (VMA was BUSO) Div. Allied Products Corp., Brady, TX
BSB	Busse Brown Trailer
CBUT	Butler, C. Trailer Mfg. Co., Greensboro, NC
BUTE	Butler, L.T.
BUTL	Butler Mfg. Co. ("Butler" & "Certified" Trailers)
BWHO	B & W Homes, Inc.
BYER	Byerly Trailer & Mfg. Co.
BYRM	Byers Mfg., Inc., Lawton, MI
CADE	Cadet Coach Corp.
CALC	Calcinator
CALD	Caldwell, E.L., & Sons
CLCO	Calico Trailers, Quitman, AR
CALF	California Camper Mfg.
CALH	California Mobile Homes
CALS	Calis Travel Trailer
CALK	Calkins Trailer
CALL	Callahan Engineering Co.
CALN	Callen Camper Co.
CALT	Cal Trailer Mfg., San Fernando, Calif.
CALU	Calumet Coach Co.
CLVA	Calvade Trailer
CALI	Calvia Brothers Trailer Mfg.
CALY	Calypso
CAMA	Cambridge Homes, Inc.
CAMB	Cambridge Mfg. Co., Inc.
CAMD	Camel Camper Trailer
CAMT	Camelot Camper Trailer
CMEO	Cameo Travel Trailer
SKYL	Cameron Mobile Homes (Mfd. by Skyline Corp.)
CAMY	Cam-O-Tel Corp.
CAMI	Cam-Pact Co., Inc.
CAML	Camp-A-While Homes Mfg. Co.
CMBL	Campbell Horse Trailer
CRAF	Camp Craft Travel Trailer
CAMC	Camp Cruiser Mfg. Co.
CAME	Camp Equipment Co., Inc.
CAMM	Camper City Coach Craft
CAMO	Camper Corp. of America
CAMP	Camper De Ville, Inc.
CAMR	Campers, Inc.
CAMS	Campers Unlimited
CMPF	Campfire Travel Trailer
CAMF	Camp Four Industries, Inc.
CAMU	Camp-Mor, Inc.
CAMV	Camp-N-All Co.
CMPS	Campsite Mfg. Co., Seminole, Texas
CAND	Canadian Trailmobile, Ltd.
CACR	Can-Car (Canadian Car Trailer Sales Division)
CANE	Cane River Trailer Co., Inc., Natchitoches, Louisiana
CANG	Canoga Classic Campers (VMA was CANO)
CANT	Canton Trailer Co.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
CAPT	Capacity of Texas, Inc., Longview, Texas
CAPC	Capco Flatbed
MIDL	Capella (Mfd. by Midland Industries, Inc.)
CAPA	Capital Industries, Inc.
CAPI	Capitol
CAPL	Capitol Trailer Coach Co.
CAPM	Caprice Homes Mfg. Co.
CARB	Caravan Industries
CARD	Caravel Industries
CACA	Car Caddy Corp., Reedsport, OR
CARA	Car Camp
CARH	Cardinal Homes, Inc., Wylliesburg, Virg.
CARE	Cardinal Industries
CARF	Care-Free Camper Mfg. Co.
CARY	Carey Trailers, Inc., Weatherford, Texas
ALTE	Cargo Pole Trailer (Mfd. by Altec Industries)
CARI	Caribou Craft Pickup Camper & Trailer Mfg. Co.
CARK	Carley
CARL	Carlisle
CARM	Carma Mfg. Co.
CARW	Carnes Welding & Fabricating Co., Crescent, Oklahoma
CARN	Carolina Mobile Homes
CARO	Carolina Travel Trailers
CARG	Carriage, Inc.
CARR	Carrie-Craft Division, Thrift Cts. of America
CRKG	Carrier King Trailer
CARS	Carry Craft Trailers
CART	Car-Tel Corp.
CARC	Carter Trailer Co., Inc., Newport, Ark.
CASA	Casa Manana Mfg. Corp.
CASH	Cascade Coach Co.
CASR	Cash Trailers, Inc., Troy, Alabama
CUAS	Cass (Mfd. by Custom Assembly)
CAST	Castle Enterprises, Inc.
CATA	Catalina Amphibious Homes
CAPH	Cataphote, Div. Ferro Corp., Jackson, MS
CATO	Catolac Corp.
CAUL	Caulkins Boat Trailer
CAVL	Cavalcade Industries, Inc., White Pigeon, Michigan
CAVA	Cavalier Homes, Inc.
CAVC	Cavalier Trailer Mfg. Co.
CAVE	Caveman Industries
CBUT	C. Butler Trailer Mfg. Co., Greensboro, North Carolina
CMBL	CCC, Inc. (Mfr. of "Campbell Coach," Cheney, Kansas)
KELL	C. C. Kelley & Son
OSBO	C. D. Osborn & Co., Grand Rapids, Mich.
CENA	Central Industries, Inc.
CNTR	Centreville Trailer
CENI	Centurion International, Inc., Waco, TX
CENU	Centurion Travel Trailer
CENR	Century Auto Body & Trailer Mfg. Co.
CERT	Certified Boat Trailer

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VMA Make of TRAILER & TRUCK-MOUNT CAMPER

BUTL "Certified" Trailer by Butler Mfg. Co.
 CEVA Ceva Mfg. Co.
 CHAC Challenge-Cook Brothers, Inc.
 CHAE Challenger Homes, Inc., Columbia, Tenn.
 CHLG Challenger Trailer
 CHAL Chamberlin Trailers
 CHMP Champ Horse Trailer
 CHAM Champion Home Builders
 TRIL Chancey (Mfd. by Trail-O-Matic, Inc.)
 CHPL Chaperalle Horse Trailer
 CHAG Charger Pick-Up Campers
 MERM Charisma (Mfd. by Merrimac Corp.)
 CHAR Charlamor Corp.
 BECK Charles H. Becker, Inc.
 DICH Charlevoix Mobile Homes (Mfd. by Dickinson Homes, Inc.)
 CHAH Charmac Trailers
 BOWN Charmer Mobile Home (Mfd. by Bowen Mobile Homes, Inc.)
 CHAT Chateau Mfg. Co., Inc.
 CHRV Chateau Recreational Vehicle Div., Christiana, Pennsylvania
 CHEN Cheney Weeder, Inc.
 CHEE Cherne Industrial, Inc., Edina, Minnesota
 CHER Cherokee Camper
 CHER Cherokee Mobile Homes
 CHES Chesapeake Mobile Homes
 CHET Cheston & Eshelman Co.
 CHEX Chevelle Mobile Homes, Inc.
 CHEP Chevron Corp., Elkhart, Indiana
 CHIC Chickasha Mobile Homes
 CHII Chief Industries, Aurora, ID
 CHIE Chief Ocala Trailer Mfg.
 CHIL Chilton Trailer Co., Inc.
 CHNO Chinook
 CHYI Chinyuanchi Casting Corp., Taipai, Taiwan
 CHIM Chipmore Mfg. Co., Inc., Bay City, Mich.
 CHIP Chippewa Mobile Homes Corp.
 CHIS Chisolm Trailers, Inc., Chickasha, Okla.
 CRI Chris-Craft Corp., Holland, Michigan
 CHRI Christianson Industries, Inc.,
 Edwardsburg, Michigan
 JWBC Christie, J. W. Bill, Inc., Collin County, Texas
 CHRS Chrysler Boat Co.
 CHUK Chukar, Inc., Phoenix, Arizona
 CIMR Cimarron Mfg. Co., Oklahoma City, OK
 MOBU Cinderella Mobile Homes (Mfd. by Mobile Structures, Inc.)
 BARE Circle B Livestock Trailers, Barrett Trailers, Inc.
 CIRD Circle D Trailer
 CIRH Circle H Horse Trailer
 WTWI Circle J Horse and Stock Trailers (Mfd. by Trailer Works, Inc. MAK was CIRJ.)
 CIRK Circle K Kennimore, Oklahoma City, OK
 WELB Circle L (Mfd. by Well-Built Trailers)
 CIRC Circle S Star Route, Sulfer, Springs, TX
 CIRV Circle V Horse Trailer
 CITA Citation Travel Trailer

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

CITY City Dump Trailer
 CIWE City Welding & Mfg. Co. (Aluminum truck bodies & steel chassis)
 CLAA Clapper Camper
 CLAB Clark, B.M., Co., Inc.
 CLAR Clark Equipment Co.
 CLAM Clark Mfg. Co.
 CLAN Clar-Mont Mfg. Co.
 CLAS Classic Trailer Mfg.
 CLST Claster Trailer
 CLAX Claxton
 CLAY Clay Camper Co.
 CLAZ Clayton Craft
 CLAT Clayton Homes, Inc., Div. of Clayton Ind., Inc., Knoxville, Tennessee
 CLVR Cleavers of Bismarck, Bismarck, AR
 CLEM Clement-Braswell
 CLEG Cleveland Mfg. Co., Inc. (CMC)
 CLIH Cliff Hall, Inc.
 CLIF Cliff Office Trailer
 CLIN Cline
 CLIP Clipper Mfg. Co.
 CLOU Clough Equipment Co.
 CMOR C-Mor
 CUST CMW (Mfd. by Custom Metal Works)
 CMWC CMWC Trailer Co., Inc.
 COAC Coach Craft, Inc.
 COAH Coachmen Industries, Inc.
 COAS Coastal Trailer Corp.
 COBR Cobra Travel Trailers
 COBU Coburn Industries, Inc.
 CODY Cody Motorcycle Trailer
 COLE Coleman Camping Trailers
 CLON Colonial Flatbed Trailer
 COLF Colonial Mobile Homes Mfg.
 FAIH Colonnade Mobile Homes (Mfd. by Fairmont Homes, Inc.)
 COLG Colony Mfg. & Sales Corp.
 COLO Colorado Mobile Homes
 COLT Colt
 COLP Colt Camper, Inc.
 CLMB Columbia
 COLS Columbia Mobile Homes, Inc.
 CLUM Columbia Trailer Co., Ltd., Vancouver, Canada
 COLU Columbine Camp & Coach
 COMA Comanche Mobile Homes
 COMC Comanche Trailer Corp.
 COMM Com-Camp
 COMN Comet Construction Co.
 COME Comet Corp., Spokane, Washington
 COMO Comet Mobile Homes
 YARB Comet Motorcycle Trailer (Mfd. by Yarbrough Mfg. Co., Inc.)
 COML Commercial Structures, Nappanee, Indiana
 COMR Commercial Vehicles, Inc., Tulsa, Okla.
 COMP Commodore Corp.
 COMY Commune (Mfd. by Community Homes, Inc.)
 COMY Community Homes, Inc.
 CMPT Compact Equipment Co.

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VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
KITM	Companion (Mfd. by Kit Mfg. Co.)
COMI	Competitive Boat Trailer
CMCO	Conchemco Homes Group, Div. Conchemco, Inc., Boise, Idaho
CONC	Concord Mobile Homes
CNRD	Concord Products, Inc.
CONE	Concord Travelers
COCU	Concourse Travel Trailers
CONH	Condor Motor Home
CONG	Conestega Mfg. Co.
CONI	Conestoga Mobile Homes
CRCO	Connell Indus., Inc., Greene, NY
CONL	Connell Indus., Inc., Phil Campbell, AL
CONR	Conner Industries, Inc.
CNRY	Conroy Industries, New Braunfels, Texas
CONP	Consolidated Mobile Industries
ZIMM	Consort Mobile Homes (Mfd. by Zimmer Homes Corp.)
CNST	Constructore Trailers, Inc., Sarasota, Florida
CONM	Contemporary Mobile Homes, Inc.
CONT	Continental
CONW	Continental Homes, Inc.
CONX	Continental Mfg. Co., Inc
CONV	Continental of Colorado, Inc.
CNTL	Continental Wheel & Trailer
CONZ	Convento, Division Galay & Co., Inc.
COWY	Conway
CNWD	Conwed Trailer
COOK	Cook Semi Trailer
COON	Coons Custom Coach Mfg.
COOS	Coos-Bilt Trailers
COPC	Copco Steel & Engineering ("Copco" Trailers)
COPP	Copperstate Coach Co.
CORG	Corder Mfg. Co., Inc.
CORN	Corn Belt Manufacturing, Inc., Early, Iowa
CORO	Corona Coach Co.
CORR	Correct Craft, Inc.
CORS	Corsair Division, Divco-Wayne Industries
CORT	Cortez House Trailer
CORV	Corvette Travel Trailer
COT	Cotner Utility Trailer
COTT	Cottage-Ette Mfg.
COUA	Country-Aire Travel Trailer
REDM	Country Estate, (Mfd. by Redman Homes, Inc.)
CRVM	Country R.V. Mfg., Inc., Elkhart, Indiana
COUI	Countryside Industries, Inc.
REMI	Countryside Mobile Home (Mfd. by Remic Industries, Inc.)
COUN	Country Squire Travel Trailer
COUR	Courthouse Camper Trailer
GRSO	Coventry Mobile Homes (Mfd. by Great Southwest Corp.)
COVE	Covered Wagon Trailer
COXS	Cox Trailers
COYN	Coyne Products Co.
COYO	Coyote Mfg. Corp., Corona, California
COZA	Cozad Trailer Sales, Stockton, Calif.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
CRAM	Craftmade Homes, Inc.
CRWE	Craft Weld Trailer
CRAW	Crawler Trailer
CREE	Cree Coaches, Inc.
CRET	Creightons Trailer, Maryland
REDM	Crescent (Mfd. by Redman Homes, Inc., Div. of Redman Industries)
LONE	Crestlane (Mfd. by Lonergan Corp.)
CREO	Crest Mobile Homes, Inc.
CRST	Crest Trailer
SKYL	Crestwood Homes (Mfd. by Skyline Homes)
CRIC	Cricket Corp., Elkhart, Indiana
CRIM	Crimson Homes, Div. Winston Industries, Inc.
CRIT	Criterion Homes Mfg. Inc., Largo, Florida
CROH	Cross Hill Mobile Homes
CROI	Crossland Industries
CROR	Crossroads
CROE	Cross Truck Equipment Co.
CRLY	Crowley Mfg., Mathiston, MS
CRON	Crown
REDM	Crownhaven (Mfd. by Redman Homes, Inc., Div. of Redman Industries)
CROW	Crown Line
CRUI	Cruisair Motor Corp.
CRUM	Cruzmaster Camper
CRVM	CRV (Mfd. by Country R.V. Mfg., Inc.)
CRYS	Crystal Welding, Inc.
CANS	C & S
CSMM	CSM Manufacturing Co., Oklahoma City, OK
CSTW	C & S Trailer World, Fort Worth, TX
CUKE	Cuke, Inc., Mendota, Illinois
CULL	Cullip Industries
CULP	Culpepper Trailer Co., Clinton, Arkansas
CUMB	Cumberland Coaches, H & W Mfg. Co.
CURT	Curtis, Division Globemaster M. H.
CUAS	Custom Assembly
CUSB	Custom Bond Mfg. Co., Lansing, MI
CUSA	Custom Camper Co.
CUSC	Custom Coach Co.
CUSF	Custom Craft Mfg. Co.
CUSE	Custom Engineering, Inc.
CFBT	Custom Fab Bodies and Trailers, Inc., Indiana, PA
CUSI	Custom Homes, Inc.
CUKH	Custom King Horse Trailer
CUST	Custom Metal Works (CMW), St. Louis, MO
CUSL	Custom Plumbing Co.
CUSM	Custom Trailers, Inc., Springfield, Mo.
SKYL	Custom Villa (Mfd. by Skyline Corp.)
CVWE	C & V Welding and Fabricating
CWCF	CWC Feather-Lite, El Reno, Oklahoma
CYCK	Cycle Kamp, Inc., Anaheim, California
TTMC	Cycle-Mate (Mfd. by T & T Industries)
HOWA	Cycle-Sleeper (Mfd. by Howard Mfg. Co.)
CEEZ	CZ Engineering, Inc., Dixon, MO
DACO	Daco Trailer Corp.
DAFF	Daffin Mfg. Co.
DAIR	Dairy Equipment Co.

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DAKO	Dakota Mfg. Co., Inc., Mitchell, SD	DETI	Detroit Homes
DALW	Dalewood Manufacturing Co., Inc., Lauderdale, Mississippi	DETE	Detroit Trailer Co.
DALI	Dalton, Inc.	DEVI	Denville Industries, Inc.
DAMO	Damon Indus., Inc., Elkhart, IN	DEVL	Devil Travel Trailer
DANA	Dana Truck Mount Camper	DEVN	Devine's Machine & Design, Inc., Grantville, Pennsylvania
DAND	Dan Dee Industries, Inc.	DEWE	DewEze Mfg., Inc.
DANT	Dandy Mobile Homes (Mfd. by Dan's Trailer Supply, Inc.)	DIAB	Diamond B
DANB	Danny Boy Trailer	DIAS	Diamond-Bilt (Mfd. by Diamond Steel Co., Inc.)
DANT	Dan's Trailer Supply, Inc., Berthoud, Colorado	DIAC	Diamond "C", Mt. Pleasant, TX
DARB	Darby Industries	ANGT	Diamond City Trailer Mfg, Murfreesboro, AR
DARC	Darcell Industries, Inc.	DIAM	Diamond G Equipment, Oklahoma City, OK
RICD	Darian Mobile Homes (Mfd. by Richardson Div. Great Southwestern Corp.)	DIAD	Diamond Mobile Home Mfg.
DART	Dart	DIAS	Diamond Steel Co., Inc., Yuba City, CA
DARV	Darvon Double Trailer	DIAO	Diamond S, Walters, OK
DAVE	Dave Hicks Co., Inc.	DICH	Dickinson Homes, Inc.
DAVC	Davenco, Inc., Roscoe, Illinois	DICK	Dickirson Equipment Corp., Salem, IL
DAVN	Davenport Trailer or Mobile Home Co.	DICO	Dico, Des Moines, Iowa
DAVD	David Mfg. Co., Mason City, Iowa	DIDI	Didier Mfg. Co., Franksville, Wisconsin
DAVO	Davron Traveler, Inc.	DILL	Dillis Trailer Mfg.
DAWE	Dawes Products Co.	DILO	Dillon Enterprises, Inc., North Liberty, Indiana
MONC	Daytona Mobile Homes (Mfd. by Monarch Industries)	DILY	Dilly, Nelson-Dykes Co., Inc.
DDTI	D & D Trailer, Inc., Trenton, NJ	DITC	Ditch Witch Trailer
DEAN	Dean Industries, Inc.	DIVO	Divco-Wayne Industries
DECA	Decamp Homes, Inc.	DIVE	Dively Mfg. Co., Claysburg, PA
DCCS	Deep South Sales Co., Valdosta, Georgia	DIKE	Dixie Craft Trailers, Inc., Eupora, Miss.
DEER	Deere, John, Trailer	DIXI	Dixie, Fruehauf Corp. Plant
DEGE	DeGeest Mfg. Co., Sioux Falls, SD	DMHC	DMH Co., Div. of National Gypsum Co., St. Louis, Michigan
DEIC	Deico Auto Carrier Trailer	DMI	DMI, Inc., Goodfield, Illinois
DEKC	Dekco Mobile Mfg., Menahga, Minnesota	DM	DM Utility Trailer
DELA	De-Lar, Inc.	DMVE	D.M. & V. Enterprises, Inc.
DELN	Delavan Trailer	DODD	Dodd Mfg. Co., Inc.
DELH	Delhi Metal Products, Ltd., Delhi, Ontario, Canada (Mfrs. boat trailers)	DODE	Dodge Woodcraft
DELM	Delmar Mfg. Co. Inc.	DOEP	Doepker Industries, Ltd.
DELP	Delphi Body Work, Inc.	DOLA	Dolan Corp.
DLER	Del Rey Industries, Inc.	DOLI	Dolphin Homes, Div. Tidwell Ind., Inc., Haleyville, Alabama
DELS	Delta Homes Corp.	DONA	Don-A-Bell Homes, Inc.
DELT	Delta Truck Trailer Co., Inc.	DONU	Donahue Corp., The
DELU	Delto Homes, Inc.	DONH	Donhal, Inc.
DELX	Deluxe Homes, Inc.	DONM	Don May Enterprises, Richardson, Texas
DEMM	Demco	DONL	Donnell Boat Trailer
DEMC	Demco Horse Trailer	DONS	Dons Boat Trailer
DEMP	Dempster	DOOL	Doolittle
DENN	Dennison Utility Trailer	DOON	Doonan Trailer Corp., Great Bend, Kansas
DENE	Denver Trailer Supply, Inc.	DOO	Doo Snowmobile Trailer
DERH	Denzin & Rahn Mfg. Co., Inc.	TIDW	Dorado Mobile Homes (Mfd. by Tidwell Industries, Inc.)
DERH	Derco Utility Trailer (Mfd. by Denzin & Rahn Mfg.)	DOLI	Doral (Mfd. by Dolphin Homes, Div. Tidwell Ind., Inc.)
DERE	Derosé Industries, Inc.	DORI	Dormi Industries, Inc.
DESG	Design Intennt, Inc., Livingston, Tenn.	SILC	Dorsett Mobile Homes (Mfd. by Silvercrest Industries, Inc.)
DESI	Design Structures, Lombard, Illinois	DORS	Dorsey Trailers, Inc.
DESA	De Soto Coach Co.	DOUE	Double E Trailer Mfg., Commanche, Okla.
DEST	Destiny Indus., Inc., Moultrie, GA	DD	Double Horse Trailer
DETH	Dethmers Manufacturing Co., Boyden, IA	DOUJ	Double J Horse Trailer
DTRL	Detrail Trailer		

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VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
DOUB	Double Shuffle Mobile Home
DOUG	Douglas Homes, Inc.
EDEY	Dovekie (Mfd. by Edey & Duff)
DICH	Dover Mobile Homes (Mfd. by Dickinson Homes, Inc.)
DOWE	Downer Industries
DOWH	Downey Sheet Metal Shop
DWNS	Downs Clark Trailer
DRGL	Draglite Trailer
DRAG	Drag Master Utility Trailer
DREA	Dreamer
DRML	Dreamliner Trailer
DRIE	Drifter Mfg. Co.
DRIF	Driftwood Homes Corp.
DRIV	Drive On Trailer Mfg., Mishawaka, Indiana
DRYD	Drydock Trailer, Inc. (boat trailers--Freeport, Florida)
DUAE	Dual Evans Corp.
DUAL	Dual-Wide, Inc.
DUDE	Dude Trailer
DUGA	Dugan Trailer, Inc., Groesbeck, Texas
DUKE	Duke Mobile Homes
DUNB	Dunbar Kapple, Batavia, Illinois
DUNH	Dunham Mfg. Co., Inc.
DUPA	Dupage Coach Co.
DUPX	Duplex Mill & Manufacturing Co.
BALT	Durabilt (Mfd. by Baltz Industries, Inc.)
DURE	Dura-Craft Mobile Homes
DURC	Durcholz Trailer
DURB	Durobilt
DURO	Duro Mobile Homes
DUGO	Dusgo Trailer
DUTE	Dutec Trailer
DUTT	Dutton-Lainson Co. Mfg. Div. (Mfrs. of boat trailers)
DSWS	DWS Storeway Trailer, Crossville, TN
DYNC	Dynacruiser Mount Trailer
DYNW	Dynaweld Trailer
EAGB	Eager Beaver Trailer
EAGC	Eagle Custom Coach Mfg. Co.
EAGE	Eagle Equipment
EAGL	Eagle Trailer Mfg., Inc.
EASM	Easom Engineering
EADU	East Dump Trailer
EASE	Eastern-Bilt, Inc.
EAST	Easton Car & Construction
EASU	East Se Trailer
EALO	Easy Loader Trailer
EASY	Easyown Mfg. Co.
EARI	Easy Rider Trailer
EATR	Easy Trail, Inc. (boat trailers--Madison, Ala.)
EASW	Easy Traveler Trailer
REDM	Eaton Park (Mfd. by Redman Homes, Inc.)
EBON	Ebony Line Products
MHEB	Eby, M. H., Inc., Blue Ball, Pennsylvania
ECOF	Econo Flo Bulk Service
ECMY	Economy Camper Co.
ETNY	E. D. Etnyre & Co.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
EDEY	Edey & Duff, Mattapoisett, Massachusetts
EDWA	Edwards Trailer
EEZY	EE-ZY Trailer Co.
BOYD	E.G. Boyd Trailer Co.
EHMC	EHM Mfg. Co.
EIDA	Eidal International Corp.
EIGH	Eight Point
CALD	E.L. Caldwell & Sons
CMCO	El Camino (Mfd. by Conchemco Homes Group)
ELCA	Elcar Mobile Homes, Inc., Division Divco-Wayne Industries
ELCO	Elcona Homes Corp.
ELDE	Elder Trailer & Body
ELDC	El Do-Craft Boat Co., Inc. (boat trailers--Smackover, Arkansas)
ELDO	El Dorado Mfg., Ltd.
ELCT	Electric Wheel Co.
ELGI	Elgin
ELIT	Elite Mfg. (camper shells--Merced, CA)
ELJA	Eljay Mfg. Co.
ELKH	Elkhart Mfg. Co.
PRIC	Elkton (Mfd. by Price-Meyers Corp.)
ELLI	Elliott Mobile Home Mfg.
ELLS	Ellis Trailer Co., Sylmar, California
EMBA	Embassy Homes, Division Guerdon Industries
EMBB	Embassy Mobile Homes, Division Guerdon Industries
EMCO	Emmco Trailer
EMPI	Empire Trailer, Inc.
EMPR	Empress Industries
HAYE	Enerex (Mfd. by Hayes Equip. Corp.)
ENER	Energy Mfg. Co.
ENGL	English Industries
CRIM	English Squire (Mfd. by Crimson Homes, Div. of Winston Industries, Inc.)
ENRT	En Route, Inc., Elkhart, IN
ENSE	Ensenada Mobile Homes
EREK	Erectors & Fabricators, Inc., Tonganokie, KS
ERCE	Eric Enterprises, Inc., Coventry, Connecticut
ERIE	Erie City Welding & Spring
ERIN	Erin Truck and Body Equipment, Dolton, IL
HOMS	Ernest Holmes Div.
ESCA	Escape Trailer
ESCT	Escort Trailer Corp., Seattle, WA
ESQU	Esquire
ESSI	Essick/Hadco Division, Div. A-T-O Corp. (Formerly Essick Mfg. Co.)
ESSK	Essick Trailer
ESTE	Estevan Industries, Ltd.
ETNY	Etnyre & Co., E.D.
EVAN	Evans Mfg. Co., Inc., John ("Evans" trailers)
EVAP	Evans-Plugge Co., Inc.
EVAS	Evanston Coach Co.
EVEN	Evens Trailer Mfg., Inc.
EVER	Evergreen Log Trailer
EVIN	Evinrude Motors

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VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
EXCL	Excalibur Trailer
EXCE	Excell Travel Trailer
ESCO	Exco Boat Trailers
EXEC	Executive Industries, Inc.
MILY	Exhibitor (Mfd. by Miley Trailer Co., Inc.)
EXPL	Explorer Motor Home
CLAT	Expo V (Mfd. by Clayton Homes, Inc.)
EXTL	Extend-Ell Industries
EZAC	E.Z.A. Mfg. Co.
EZCK	E-Z Camper (Kamper)
EZHA	E Z Haul, Division Parkhurst Mfg. Co.
EZLD	E-Z Loader Boat Trailer
YARB	EZ-Roller Boat Trailer (Mfd. by Yarbrough Mfg. Co., Inc.)
EXTO	EZ Tow Manufacturing Co., Madison, CT
EZUT	E-Z Utility Trailer (Mfd. by Dutchie), Leola, PA
GLWO	EZZ Pull (Mfd. by Glass-Wood Products, Inc.)
EZZY	Ezzy Load Boat Trailer
FABC	F.A.B. Mfg. Co.
FACT	Factory Outlet Trailers
FAIH	Fairmont Homes, Inc., Nappanee, IN
FAIM	Fairmont Steel Products
HOLM	Fairway (Mfd. by Holiday Homes, Div of Beatrice Foods)
FALM	Falco Mfg. Co.
FALN	Falcon Coach Co.
LONF	F.A. Long
FANC	Fan Coach Co.
FARW	Farenwald Boat Trailer
FMSH	Farm Shop, Inc., Congerville, Illinois
JLM	Fast Tracker (Mfd. J.L.M. Industries, Inc.)
RRMA	Fat Cat (Mfd. by R & R Mfg. Co.)
FAWN	Fawn Corp.
FAYE	Fayette Trailer
CWCF	Feather-lite (Mfd. by CWC Feather-lite Mfg. Co.)
FEDE	Federal Trailer Co.
GLFI	Feedliner (Mfd. by Globe Fabricators, Inc.)
FLBR	Felburn Flatbed Trailer
FELD	Feldman Custom Trailers, Bowling Green, Kentucky
FELL	Fellwon Trailer
FELP	Felps Trailer
FERE	Ferree Trailer Corp. ("Ferree" Trailers)
FERT	Fertilizer Dealer Supply, Inc., Philo, IL
FETE	Feteri Mfg. Co.
FEYF	Fey, Frank & Co.
FHMC	F. & H. Mfg. Co.
FIEA	Fiegelson, Alex, Co.
FIAC	Fieldacre Horse Trailer
FIED	Field Office Mfg. Co.
FIEM	Fields Mfg. Co.
FIEL	Field & Stream, Manufacturer Vacation Industries

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
FIES	Fiesta
FIFE	Fife Trailer
SKYL	Fifth Avenue (Mfd. by Skyline Corp.)
FIGU	Figura, Mike (Mfr. of "Figura Trailer", Bruce, Wisconsin)
FILK	Finger Lakes Trailer
FIRB	Fireball Trailer Mfg.
FIRT	Firestone Tire & Rubber Products (Mfrs. boat trailers--Akron, Ohio)
FIRS	First American Coach
FISC	Fischer
FIVK	Five-K Trailer Co., Inc., Bethalto, IL
FLAG	Flag Ship Boat Trailer
FLAI	Flair Industries of Illinois, Inc., Macomb, Illinois
SUNM	Flamenco (Mfd. by Sundancer Div. of Winston Industries)
FLAM	Flamingo Trailer Mfg.
FLAS	Flasko Mfg. Co.
FLEA	Fleet-Aire Camper Co.
FLE	Fleet Cap'n Trailers
FLEE	Fleetcraft Corp.
FLEM	Fleetwing Mobile Homes
FTWD	Fleetwood Enterprises, Inc.
FLMG	Fleming Equipment Co., Ashdown, AR
FLEN	Fleming Mfg. Co., Inc., Long Lake, Minnesota
FLEI	Flexi-Coil, Ltd.
FLIN	Flintstone Industries, Ocilla, Georgia
FLOA	Float-On of Florida (boat trailers--Ft. Pierce, Fla.)
FLOD	Florida Trailer Co.
FLOI	Florida Wholesale Distributor
FLOR	Florig Equipment Co., Inc.
FLOT	Flote-Aire Corp.
LYNH	Flo Trail (Mfd. by Lynch Manufacturing)
FLOW	Flow Boy, Inc., Norman, Oklahoma
FLYL	Flying L Trailer, Inc., Falls City, NB
FONA	Fontaine Truck Equipment Co.
FONT	Fontenelle Homes, Inc.
FOOT	Foot Hill Horse Trailer
FORE	Ford's Mobile Home Mfg.
FORF	Foreman Mfg. Co.
FORG	Foremost Mobile Home Mfg.
FORI	Forest City Industries, Inc.
FORH	Forester
GERR	Forest Park (Mfd. by Gerring Industries, Inc.)
FORL	Forlyn Engineering Co.
FOML	Formaloy Flat Snowmobile Trailer
FORN	Forney Horse Trailer
FOR	Forte Trailer
FORS	Fort Lupton Campers
FORT	Fort Smith Camper Mfg. Co.
FORU	Fortune Homes Corp.
FOST	Foster Flatbed Trailer
FOSJ	Fost Joe Dog
FORR	Fostron's Factory Outlet Trailers
FOTX	Fotografix Boat Trailer
FOUN	Fountain Flatbed Trailer

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<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
FOUR	Four Seasons Travel Trailer
FOUS	Four Star Coach Co.
FOUT	Four State Industries, Inc., Elkhart, IN
FOUW	Four Winds
FRCS	Francis Travel Trailer
FEYF	Frank Fey & Co.
FRAI	Franklin Coach Co.
FRAK	Franklin Mobile Homes, Inc.
FRAC	Frank Motor Homes, Inc.
RUSE	Frank Russell Mfg. Co.
SKYL	Freedom Mobile Homes (Mfd. by Skyline Corp.)
HOLR	Free Spirit (Mfd. by Holiday Rambler Corp.)
FREA	Freeway, Inc.
FREE	Freeway Travelers, Inc.
FREN	French Horse Trailer
FRIE	Friendship Industries, Nappanee, IN
FRES	Friess Trailer
FROL	Frolic Homes, Inc.
FRON	Frontier Homes Corp.
FROS	Frost Trailer Co.
FRUE	Fruehauf Corp.
FRYE	Frye
FULL	Fuller Mfg. Co.
FULT	Fulton Boat Trailer
FUNL	Funliner Mfg. Co.
FUNT	Funtime Camper Trailer
FUQU	Fuqua Homes, Inc., Div. Fuqua Industries--Arlington, Texas
FUTU	Futurama
GABR	Gabriel Auto Carrier
GADA	Gad-About Trailers
GALA	Galactic Corp.
GALB	Galbreath, Inc., Winamac, Indiana
GALI	Galion Manufacturing Division (Hercules)
GALT	Gallatin Homes, Belgrade, MT
SHAM	Galway (Mfd. by Shamrock Homes)
GARD	Gardner, Inc., Bristol, Indiana
GARP	Gardner-Pacific-Sunrader, Inc., Vallejo, California
GARS	Garson Flatbed Trailer
GARH	Garway Homes, Inc.
GARO	Garwood
GARY	Gary Carolina Co.
GATE	Gates, Walter C.
GATP	Gator Products, Inc., Jacksonville, Fla.
GATO	Gator Trailers Corp.
GCMC	G. & C. Mfg. Co.
GEEB	Gee-Bee-Dee Manufacturing & Supply Co.
GEEC	Geer Co.
GEER	Geering Industries, Inc.
GEHL	Gehl Loader Trailer
GELT	Gelt Trailer
GEM	Gem
GEMI	Gemini Trailer
GEMT	Gemtop
GENA	General
GAAC	General Amer Aero Coach

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
GENG	General Coach Mfg. Co., Division Divco-Wayne Industries
GENF	General Coach of Florida, Division Divco-Wayne Industries
GENH	General Coach Works, Inc.
GEN	General Coach Works of Canada, Division Divco-Wayne Industries
GECI	General Engines Co., Inc.
GENM	General Homes Division, Division Divco-Wayne Industries
GENE	General Trailer Co., Inc.
GENT	Gentry
GEOT	Georgia Trailer & Equipment Corp., Macon, Georgia
GERA	Gerard Lowboy Trailer
GERR	Gerring Industries, Inc.
GFTR	G & F Trailer (boat trailer--Mfd. in Bainbridge, Ga.)
GHIE	Ghieapy Jol Trailer
GIAA	Giant, Manufactured by Caldwell & Sons
GIBL	Gibraltar Coach Mfg. Co.
GIBR	Gibraltar Industries, Inc.
GIDD	Giddings Machine Co., Inc., Fort Collins, Colorado
GILD	Giles Industries, Inc.
GILM	Gilmore Trailer, Inc.
GILS	Gilson Brothers Co., Plymouth, Wisconsin
GIND	Gindy Mfg. Corp.
GINR	Gin Ray Mfg. Co., Nicollet, Minnesota
GIRA	Girard's Mfg. Co.
GIVE	Givens Mfg. Co.
GLAD	Gladding Travel Trailer
CENI	Gladiator (Mfd. by Centurion International)
GLSS	Glass Stream Trailers, Nashville, GA
GLAT	Glasstite, Inc., Dunnell, Minnesota
GLWO	Glass-Wood Products, Inc., Wesson, Miss.
GLST	Glastron, Inc., New Braunfels, TX
GLEB	Glenbrook Homes of Tennessee
GLEC	Glen & Cecil Mobile Home Mfg. & Sales
GLEL	Glendale Mobile Homes
GLEN	Glenhill Road Machinery
GLNL	Glen-L Trailers, Lewiston, Idaho
GLEH	Glen Manor Homes, Inc.
GLID	Glider Mobile Homes Corp.
GLIT	Glitsch
GLOB	Globe Camper Mfg.
GLFI	Globe Fabricators, Inc., El Monte, Calif.
GLOM	Globemaster Mobile Homes
GLOS	Globestar Industries, Inc.
GLOV	Glover Plastic Sprayer
SSTL	GN Custom (Mfd. by SS Trailer Co.)
GOCO	Go Corp.
GOEB	Goebel Trailer Co.
GOFF	Goff Manufacturing Co., Barrington, IL
GOLE	Golden Coach Mfg. Co.
SKYL	Golden Falcon (Mfd. by Skyline Corp.)
GOLK	Golden Isle Trailers, Inc.
GONU	Golden Nugget Travel Trailer
KITM	Golden State (Mfd. by Kit Mfg. Co.)

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<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
GOLL	Golden State Mobile Homes
GOLM	Golden West Mobile Homes
GOLA	Gold Leaf Engineering Co.
GOLD	Gold Star Mobile Homes, Inc.
GOLN	Go-Lite, Inc.
GONA	Gonard Enterprises, Inc.
GOOD	Good Mfg. Co.
GOOY	Goodyear Camper Mfg., Inc., Lincoln, NB
GOOS	Gooseneck Trailer Mfg. Co., Inc.; Bryan, Texas
GORB	Gorbett Brothers
GORE	Gore Trailer
GORM	Gorman-Rupp Company, The, Mansfield, Ohio
GOGA	Go-Tag-Along
GOGI	Go-Tel Leasing Corp.
GRAB	Grady-White Boat Co.
GRAF	Graffin Wellpoint Corp.
GRAM	Gramm
REDM	Granville (Mfd. by Redman Homes, Inc.)
GRAV	Gray-Velle Mobile Homes, Division Stahan Manufacturing Company
GDAN	Great Dane Trailers, Inc.
GREI	Great Divide Coach Mfg.
GRLK	Great Lake
GREL	Great Lakes Mobile Homes, Division Guerdon Industries
GRSO	Great Southwest Corp.
GREE	Green Boat Trailer
SKYL	Greenbriar (Mfd. by Skyline Corp.)
GREN	Greencastle Coach Co.
GRNE	Green & Green Mfg. Co., Inc., Lancaster, Texas
GRNH	Greenhaven Mobile House Trailer
GREI	Greenville (Mfd. by Greenville Mobile Homes)
GREI	Greenville Mobile Homes
GREG	Gregory Mfg. Co. (Mfrs. Air-Flo Mobile Homes)
GRER	Gregory Trailer Sales
STAL	Grenadier Mobile Home (Mfd. by Statler Homes Mfg.)
GRIZ	Grizzly Mfg. Co., Inc.
GROE	Groenewegen B. V.
GRUM	Grumann-Olsen
WOLF	G.T. Wolfe Mobile Homes
GUER	Guerdon Industries
GUID	Guidon Camper Trailer
GULF	Gulf States Mfg. Corp.
GWM	Gulf & Western Mfg. Co., Inc., Southfield, Michigan (Also known as G & W)
GUTH	Guthrie Trailer Sales, Inc.
HACK	Hackney & Sons, Inc.
HADL	Hadley Trailer Mfg. Co., North Carolina
HAIR	Hairgrove Industries, Inc., Longview, TX
HALC	Halco Co.
HALE	Hale Horse Trailer
HAIR	Halliburton Co.
HALL	Hall, R.D. Mfg., Inc.

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
HAMB	Hamby Co., The
CLAT	Hamilton House (Mfd. by Clayton Homes, Inc.)
HAMI	Hamilton Trailer
HAML	Hamlite
HAMP	Hampton Homes, Inc., Edwardsville, Mich.
HAMP	Hampton Rhoads (Mfd. by Hampton Homes, Inc.)
HANK	Hank's Mobile Home Service
HANO	Hanover; Kingfisher, Oklahoma
HNSO	Hanson Camping Trailer
HAPY	Happy Travl'r Coaches, Inc.
HARD	Hardee Trailer
HARG	Harding Trailer Co., Ft. Myers, Florida
HARK	Harklau Indus., Inc., Humboldt, IA
HARW	Harlow Travel Trailer
HRTK	Harmon Tank Co., Lubbock, TX
HARR	Harrington Mfg. Co., Inc., Lewiston, NC
HARC	Harris Honker Camper Mfg.
HARF	Harrison Trailer Mfg. Co.
HARI	Hartford Homes, Inc.
HARL	Hartline Travel Trailers
HART	Hartman
HARM	Hart Mfg., Inc., Chickasha, Oklahoma
HARH	Hart Mobile Homes Corp.
HTFD	Hatfield Welding & Trailer Sales, Inc., Mt. Pleasant, TX
HAUA	Haul-A-Day Trailers
NODE	Hauler-Trailer (Mfd. by Nordine Mfg.)
HAUL	Haulette Trailer
HAUT	Haul-It-All Flatbed Trailer
HAUI	Haulmark Industries, Inc.
BMMF	Haul-Rite Boat Trailer (Mfd. by B & M Mfg. Co.)
HAWK	Hawkeye Camping Trailer
CORN	Hawkeye Eagle (Mfd. by Corn Belt Mfg., Inc.)
HAWT	Hawthorne Trailer
HAYE	Hayes Equipment Corp., Unionville, Conn.
HAYN	Hayne Horse Trailer
HBTC	H & B Trailer Co., Damascus, Arkansas
HEAR	Hearthside Mobile Homes, Div. Moduline International, Inc.
ARCT	Heavy Hauler (Mfd. by Arctic Enterprises)
HECK	Heckaman Mfg., Inc.
HECO	Heco Boat Trailer
HEDW	Hed-Way, Inc.
HEIL	Heil Co., The
HEIT	Heilite Trailers, Inc.
HLWD	Hellwood Trailer
HELR	Helmers Custom Coach
HELM	Helm Mfg. Co.
HENN	Henderson Mfg. Co.
HENE	Henred-Fruehauf (Pty.) Ltd.
HENS	Henslee Mobile Homes, Inc.
HERB	Herbst Brothers
HERC	Hercules
GALI	Hercules Galion (or Galion)
HERI	Heritage Mobile Homes
HERO	Heron Travel Campers

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VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
HERR	Herrli Industries, Inc.
HERT	Herter Snowmobile Trailer
HERZ	Herzig Mfg. Co.
HESS	Hesse Corp., Kansas City, Missouri
HEWI	Hewitt-Lucas Body Co.
HIAA	Hiawatha Mobile Homes
HIBD	Hibdon Mfg. Co.
HKRY	Hickory King Horse Trailer
HICS	Hicks
HIDE	Hide-A-Way Camper
HICH	High Chaparral, Inc., Ft. Worth, TX
YARB	Highlander Travel Trailer (Mfd. by Yarbrough Mfg. Co., Inc.)
HIST	Highstone Trailer
HIGA	Highway Cruisers, Inc.
HIGY	Highway Industries
HIGW	Highway Manufacturing Co., Division of Motac., Inc.
HIGE	Highway Sleeper Corp.
HIGH	Highway Trailer
HIGK	Highway Trailer of Wisconsin & California
HIBT	Hilbilt Mfg. Co., Benton, Arkansas
HILI	Hillco, Inc.
HILC	Hill Country Homes, Inc.
HILM	Hillcrest Homes, Inc., Division Skyline Homes
HILD	Hill Dump Trailer
HILF	Hill Mfg. Co.
HILB	Hillsboro Industries, Inc.
HILT	Hilltop Mfg., Inc., El Dorado, Arkansas
HILP	TO Hilltopper Mfg. Corp.
HILO	Hilton Mobile Homes, Inc.
HILS	Hilo Snyder Travel Trailer
HI	Hi-Lo Travel Trailer
HIRE	Hire Dump Trailer
RVKO	Hitch Hiker (Mfd. by R. V. Kompacts, Inc.)
HITC	Hitching Rail Trailer
HIUT	Hi-U-Trailer Mfg.
HM	HM
HOBB	Hobbs Trailers, Division of Fruehauf
HOBO	Ho-Bo-Trailers
SUNW	Hoger (Mfd. by Sundowner Trailer Co.)
HOLE	Holden Trailer Mfg. Co.
HOLH	Holiday House, Inc.
HOLI	Holiday Industries, Inc.
HOMA	Holiday Marine Sales, Inc.
HOLM	Holiday Mobile Homes
HOLR	Holiday Rambler Corp.
HOLO	Holiday Royal Travel Trailer
HOMA	Holiday Trail (Mfd. by Holiday Marine Sales, Inc.)
HOLS	Holiday Trailer Sales & Mfg. Co.
HCLR	Holiday Vacationer (Mfd. by Holiday Rambler Corp.)
HOLU	Holland Camper Co.
HOLL	Holland Trailers
HOLY	Holly Industries (or Coach Co.)
HOLW	Hollywood Mobile Homes
HOAN	Holman Compressor Trailer

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
HOLZ	Holmes-Craft
HOMS	Holmes, Ernest Div.
HOL	Holsclaw Brothers, Inc.
HOLN	Holstein Mfg., Inc., Holstein, IA
HOLT	Holt Trailer
HOLV	Holva Travel Trailer
ACTE	Homecraft (Mfd. by Active Homes Corp.)
HMDE	(homemade trailer)
FRIE	Homes American (Mfd. by Friendship Industries)
HOME	Homette Homes (or Corp.), Affiliated with Skyline Corp.
HOMM	Homeway Mobile Homes
HONO	Honorbuilt Trailer Mfg.
SPRS	Hoosier (Mfd. by Spreuer and Sons, Inc.)
HOOS	Hoosier Mobile Homes
HOP	Hop Cap P/U Camper Trailer
HOPK	Hopkins Mfg. Corp.
HORI	Horizon Mobile Homes
HORN	Horner-Golem Co.
HORT	Hornet Flatbed Trailer
HOIN	Hornet Industries, Inc.
HOUE	Houle Industries, Inc.
HOUF	House of Architecture
HOUH	House of Harmony, Inc.
HOWA	Howard Mfg. Co., Phoenix, AZ
HOWD	Howdan Mfg. Co.
HOWE	Howe Engineered Sales Co., Waterloo, IA
HOWL	How-Lo Campers Co.
HSMI	H. & S. Mfg., Inc.
HDSN	Hudson Trailer
HUGH	Hughes
HULJ	Hullco (Sikeston Trailer Sales), Sikeston, MO
HUMS	Humes Truck & Trailer Mfg. Co.
WRIG	Hunter's Dream (Mfd. by Wright Industries, Inc.)
HUTR	Hunter Structures Trailer
HUNG	Huntington Distributors
HUNM	Hunt's Trailer Mfg.
HURO	Huron Industries, Inc.
HURS	Hurst Trailers, Inc., Washburn, TN
HSKY	Hus-Key Mfg., Inc.
HUSS	Huss Sales, Inc., Toledo, OH
HUST	Hustler Boat Trailer, Powell, TN
HWMC	H. & W. Mfg. Co.
HYDE	Hyde Corp.
HYLD	Hylander Utility Trailer
HYLN	Hy-Line Enterprises, Inc., Elkhart, IN
HYST	Hyster Co.
HYTR	Hyundai Trailers
IBEN	Iben Boat Trailer
PERC	I.B. Perch Co.
ICL	ICL Cargo Trailer
IDEL	Ideal Industries
IDEC	I.D.E.C.O.
IDLE	Idle-Time Cabover Camper Trailer
INDU	IME (Industrial & Municipal Engineering, Inc.)

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VMO IS TL

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
IMPA	Impala Mobile Homes & Travel Trailers
IMPD	Imperial Industries
IMPI	Imperial Mobile Homes
PTRT	Independence (Mfd. by Patriot Homes, Inc.)
INDE	Independent Products Co.
INDN	Indian Campers, Inc.
INDA	Indies House, Inc., Hackleburg, AL
INDM	Indio Trailer Mfg. Corp.
INDU	Industrial & Municipal Engineering, Inc. Galva, IL
INGE	Ingerson Mfg. Co.
INLA	Inland Equipment Corp., St. Charles, IL
INLI	Inline Southwest Horse Trailer
INSL	Insley Four Wheel Tag Trailer
INTC	Interconsult Mfg. Co.
INTE	International Coach Mfg.
INTL	International Harvester
INTI	International Industries, Inc.
INTM	International Mobile Homes of California
INTR	International Trailer Corp.
INTP	Interstate Products
INTT	Interstate Trailers, Inc., Arlington, TX
INTS	Interstate Travel Trailer
INRP	Intrapid Trailer
INVA	Invader Travel Trailer
IONI	Ioni-A-Home Mfg. Co.
IPSC	IPSCO-Lambton Steel
IRBK	Irabek & Co., Harrington, DE
JORG	Ira Jorgenson
IRD	IRD
ISEI	I.S.E., Inc., Denver, CO
JAC	Jackson Trailer
JACK	Jack's Trailer Mfg.
JACT	Jack's Trailer Mfg. of Florida
JACL	Jaclen Mfg. Co.
JACS	Jacobsen Mobile Homes
JAHN	Jahn Flatbed Trailer
JALL	Jalldes, Inc., Spencer, WI
MRIN	Jamaica (Mfd. by Marion Homes, Inc.)
JANT	Jantz Mfg., Inc.
JARC	Jarco, Inc., Newport Beach, CA
JASO	Jason Mfg.
JAY	Jayco, Inc.
JAYD	Jay Dee Industries, Cassopolis, MI
JAYK	Jay-Kee Mfg., Inc., State Center, IA
JAYW	Jay Wren Trailer
PENN	J. C. Penney
JECH	Jec Ro
JENE	Jen Sell Corp., Elkhart, IN
JERA	Jeraco Enterprises, Inc., Milton, PA
JERW	Jerry's Welding Service, Freeport, IL
JERR	Jerrytime Camper
JERS	Jersey Trailer
JETS	Jet Stream Camping Trailer
JEWE	Jewel Trailer, Inc.
JFW	J. F. W. Mfg., Inc., Wichita, KS
ROSS	J.H. Ross Co.

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
JIMA	Jim Dandy, Inc., Chickasha, OK
JIMD	Jim & Dave's Trailer Mfg.
JIMS	Jim's Trailer Shop, Portland, OR
JJ	J & J Flatbed Trailer
JJJ	J.J.J., Inc.
JLM	J.L.M. Industries, Inc., Springfield, MO
JLTL	J & L Tank, Inc., Saginaw, TX
JOBS	Job Site Trailer
JOES	Joe's Custom Boat Trailer
JOEW	Joe's Welding Service, Salem, IL
MCKA	John A. McKay
DEER	John Deere Trailer
EVAN	John Evans Mfg. Co., Inc. ("Evans" Trailers)
PITZ	John Pitzer Mfg. Co., Glenwood, IA
JHNS	Johns Corp.
JOHN	Johnson Corp.
JOHO	Johnson Motors
JOHS	Johnson's Trailer Building & Repair
JWSS	Johnson Welding & Steel Supply, Philo, IL
WYDR	John T. Wydro
JOPL	Joplin
JORG	Jorgenson, Ira
THAT	Joseph Thatcher
JOSH	Joshua Trailer
JOYC	Joy Mfg. Co.
JROD	J-Rod Trailer Co., Red Oak, TX
JSMH	J.S. Mobile Homes
JTIL	J. T. Ind., Ltd., Lenox, IA
JUDE	Jude Tent Trailer
JUNR	Junior Camping Trailer
JWBC	J. W. Bill Christie, Inc., Collin County, TX
JOEW	JWS (Joe's Welding Service)
JWSS	JWSS (Johnson Welding & Steel Supply)
KAL	Kal-Custom Boat Trailer
KALL	Kallio Co., Fremont, NB
KALY	Kalyn Co.
KAMA	Kamp-A-While Industries
KAMP	Kampers Kabin
KANE	Kane Trailers, Greeley, CO
KANH	Kan Haul Trailer Sales
KANZ	Kanzol Enterprises, Inc.
KARA	Karavan Trailers, Inc., Hartford, WI
KARO	Kar-Go Metal Stamping Co., Willow Grove, PA
KRGO	Kargo Trailers, Ivyland, PA
KARI	Kari Cool Trailer
DETH	Kar Kaddy (Mfd. by Dethmers Mfg.)
NEUF	Karl M. Neufeld
KARR	Kar-Rite Corporation, Franklin Park, IL
KARS	Karson Industries, Inc.
KART	Kartote
KASE	Kasey
KASS	Kassborth
KAYD	Kaydel, Inc.
KAYO	Kayot, Inc.
KAYF	Kayout-Forester Travel Trailer
KAYW	Kaywood Homes, Inc.

TRAILERS & TRUCK-MOUNT CAMPERS

TRAILERS & TRUCK-MOUNT CAMPERS

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VEHICLES (6)

TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
KENC	Kden-Craft Products, Inc.
PREC	Keel-Hauler (Mfd. by Precision Deburring & Fabricating)
KELL	Kelley, C. C. & Son
KELE	Kelley Manufacturing, Bogata, TX
KELS	Kelson Engineering Co.
KEMP	Kempf Car Hauler
KEPT	Kempter Trailer
KNC	Ken Craft Trailer
KENN	Kenron Corp.
KWNS	Kensington Welding & Trailer Co.
KENO	Kenskill Trailer Corp.
KNTI	Kent Industries Inc., Bristol, IN
KEN	Ken Trailer
GILD	Kentuckian Mobile Homes (VMA was KENS) Mfd. by Giles Ind. of Tazewell, Inc.
KENT	Kentucky Mfg. Co. ("Kentucky" Trailers)
KEYI	Key Industries, Inc.
SKYL	Key Largo (Mfd. by Skyline Corp.)
KEYS	Keystone Coach Mfg. Co.
KEYO	Keystone Trailer & Equipment Co.
KENW	Keyway Campers, Inc.
KGMF	K & G Mfg. Co., Decatur, IL
KIEF	Kiefer Built, Inc., Kanawha, IA
KILG	Kilgore Industries
KILL	Kill Bros., Delphos, OH
BULK	Killebrew Mfg. Co. ("Bulk-Hauler" Trailers)
KINF	King-Co
KINA	King Fish Boat Trailers
KALY	King Goose Trailers (Mfd. by Kalyn Co.)
KNGH	Kingham
KINC	King Home, Inc.
KNG	King Horse Trailer
KOTR	King of the Road Trailer Co., Conyers, GA
KIND	King Richards, Inc.
KGHY	Kings Highway
FAIH	Kingsley (Mfd. by Fairmont Homes, Inc.)
KINS	Kingston Horse Trailer
KNGS	Kingsway Travel Trailer
KINE	King Trailer Co., Inc.
KIPC	Kipco
KISM	Kismet Mfg. Co.
KIT	Kit House Trailer
KITM	Kit Kamper (Mfd. by Kit Mfg. Co.)
KITM	Kit Mfg. Co., Inc.
WRIH	Kitty Hawk (Mfd. by Wright Brothers, Inc.)
KLAE	Klassen Homes, Ltd.
KLAS	Klassic Trailer Mfg.
KLI	K Line Trailer
KLIN	Klingler Products
KMAR	K-Mart Camper Foldup
KOFF	KMM (Koffel Machine & Metal Fabricating, Inc.)
KMMC	K & M Mfg. Co., Renville, MN
ACKN	Knight, A. & C., Ltd.
KNOW	Knowles Mfg. Co.
KNOX	Knox Homes Corp.
KODI	Kodiak Coach & Mfg. Co.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
KOFF	Koffel Machine and Metal Fabricating, Inc., North Wales, PA
KOMF	Komfort Travel Trailer
KOMP	Kompak Camping Trailer
KONK	Kon Kwest Mfg.
KONT	Kontiki Camper Trailer
KORY	Kory Farm Equipment Div.
KOST	Koster Mfg., Inc.
KOUN	Kountryaire Travel Trailer
KOZY	Koxy Coacy Co.
KRAE	Krager Kustom Koach, Inc.
KRIS	Kris Kraft Mobile Homes
KROP	Kropf Mfg. Co., Inc.
KROW	Krown Camper
KURM	Kurmann Trailer Mfg. Co.
KUST	Kustom Kraft
HOWE	Kutter (Mfd. by Howe Engineered Sales Co.)
KWMH	K & W Mobile Homes
LABE	Laby Bea Boat Trailer
LACY	Lacey, W.F. & Sons
LACR	La Crosse
TIDW	La Donti (Mfd. by Tidwell Industries)
LFTL	Lafayette, Lowboy trailers
LAKL	Lakeland Camper & Mfg., Drayton Plains, MI
LAKE	Lakeside Industries, Lebanon, IN
LKWD	Lakewood
MODL	Lamplighter Mobile Industries, Inc. (Mfd. by Moduline International, Inc.)
LANA	Lancer Mobile Homes
LNCE	Lance Truck Mount Camper
LAND	Landcraft Corp.
LANS	Landis Steel Co.
LANM	Landmaster
LANH	Landola Homes, Inc.
LANL	Landoll Corp.
LAN	Lane Flatbed Trailer
LANE	Lane Horse Trailer
LANP	Lanes Pacesetter Trailer
LANT	Lanheim, Inc.
LAOT	LaOtto Metal Fabricating Co., Inc., LaOtto, IN
LARA	Larado Mobile Homes
LARK	Lark Trailer
LARS	Larsen Lapline Trailer
LARO	Larson Machine, Inc., Princeville, IL
LASA	LaSalle, Division Globemaster M.H.
LASL	LaSalle Homes, Div. of Tidwell Industries, Inc., Ripley, MS
REDM	Las Brisas (Mfd. by Redman Homes, Inc.)
CHRV	LaStrada (Mfd. by Chateau Recreational Vehicle Division)
LASL	LaVega (Mfd. by LaSalle Homes)
LAWN	Lawndale Homes, Inc.
LAWC	L. A. Woods Co., Inc., Lawrenceville, IL
LAWR	Lawrence Trailer
SKYL	Layton (Mfd. by Skyline Corp.)
LAYT	Layton Homes Corp.

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VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
LAZJ	Lazy J Horse Trailer
SMIH	L. B. Smith, Inc. ("Smithco" Trailers)
LBT	LBT, Division Fruehauf Corp.
LCRT	L-Cart, Inc.
LEAD	Leader Horse Trailer
SIGN	Lear Siegler (Mfd. by Signal Div. of Lear Siegler, Inc.)
LECH	Lechmere Construction
LEDW	Ledwell & Son Enterprises, Inc., Texarkana, TX
LEEC	Lee Coaches
LEEN	L & E Enterprises
LEER	Leer, Inc., Elkhart, IN
LEES	Leesbur Division, Divco-Wayne Industries
LEIR	Leisure Craft
LEIT	Leisure Home Trailer, Manufacturer- Leisure Time
LESR	Leisure Manor, Inc.
LEIU	Leisure Products, Inc.
LELA	Leland Engineering, Inc.
LEMC	Lemco Tool Corp., Cogan Station, PA
LERY	Leroi, Air compressor trailer
LEVC	Levco Manufacturers, Inc.
LEWA	Lewaub Trailer Mfg.
LG	L & G Trailer
LIBA	Liberty Coach Co.
LIBH	Liberty Homes, Inc., Goshen, IN
LIBE	Liberty Travel Trailers
LICH	Lichty's Blacksmithing, Inc., Silverton, OR
LIEB	Lieber Industries, Inc.
LFET	Lifetime Custom Coach
LIGH	Light Equipment Division, Div. of J. I. Case Co. (formerly Davis Div.--previous MAK was DAVI)
LIGT	Lighter-Bilt Trailers, Inc., Durham, CA
LILC	Lil' Cat, Inc., Elkhart, IN
YARB	Li'l Pup (Mfd. by Yarbrough Mfg. Co., Inc.)
YARB	Li'l Tail Gator (Yarbrough Mfg. Co., Inc.)
LILZ	Lil'Z, Manufactured by Zieman Products
LNCO	Lincoln Electric Co., Inc., Mfrs. of Lincoln Welder (LINC for reference only)
LINP	Lincoln Park Mobile Homes, Inc., Shipshewana, IN
LICO	Linco Trailer Home
LINF	Lincraft Industries
LIND	Linde
LINT	Lintzcraft Travel Trailer
LINV	Linville Horse Trailer
LINW	Linwood Mfg., Inc.
LIQU	Liquid & Bulk Tank Div., Fruehauf Corp.
LISL	Lislet Foundries, Ltd.
CSMM	Lite Line, The (Mfd. by CSM Mfg. Co.)
LICH	Little Champ Camper
LITC	Little Chum Mfg. Co.
LITD	Little Dude Trailer (see Texas Royal Boat Trailer)

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
LITT	Littleford Brothers
GEM	Little Gem (Mfd. by Gem Ind., Inc.)
LITP	Little Prince Travel Trailer
LITS	Little Sport Enterprises
LLOD	Lloyd's Trailer Finishing
LLTR	L & L Trailers
LMC	LMC
LMMC	L & M Trailer Mfg.
LODC	Loadcraft, Div., Bushog (Div. Allied Products Corp., Brady, TX)
CARW	Load Eaze (Mfd. by Carnes Welding & Fabricating Co.)
LODZ	Load-Eaz Trailer, Inc., Bensalem, PA
LOAK	Load King, Division of CMI Corp.
LOAD	Load Rite Trailers, Div. of Pennsbury Mfg., Inc.
LODE	Load Star Corp., Macon, GA
LONA	Lonaire Mfg. Corp.
PRIC	London (Mfd. by Price-Meyers Corp.)
LONE	Lonergan Corp.
LONB	Lone Star Boat Mfg.
LGCH	Long Chih Indus. Co., Ltd., Taipai, Taiwan
LONF	Long, F.A.
MARF	Long Haul, The; Mfd. by Mark Fore Vatco Ind. (M.F.V.)
LONH	Longmark Mobile Homes
LONR	Longrun
LONT	Long Trailer Co., Inc., Tarboro, NC
LONN	Lonnie's Trailer Sales
LOPR	Lopprofile Boat Trailer
LORK	Lorak, Inc.
LOVB	Lov Bug Travel Trailer
LOWB	Low Boy Trailer
LOWE	Lowe Industries, Lebanon, MO
LOWP	Low Pro Custom Trailer
BUTE	L.T. Butler
LUBB	Lubbock
LUED	Luedtke Mfg., Inc., Allenton, WI
LUFK	Lufkin Trailers, Division of Lufkin Industries
LUGR	Luger Industries, Inc.
LUND	Lundell
LUNG	Lundgreen Flatbed
LUVI	Luv-It Mfg.
LUXO	Luxor-Leffingwell Coach
LUXU	Luxury Homes, Inc.
LYNH	Lynch Manufacturing, Arvada, CO
LYNC	Lyncoach & Truck Co.
LYNN	Lynnton Mfg. Co.
MACA	MacDonald Camper Kit
MACD	MacDonald's Mobile Homes
MACG	MacGregor Yacht Corp., Costa Mesa, CA
MCKT	Mack Trailer Mfg. Co., Inc., Detroit, MI
MACO	Macoma Engineering, Inc.
MADD	Madden Trailer
MAGC	Magic Tilt Trailer Mfg. Co., Inc. (boat trailers--Clearwater, FL)

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VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
MAGI	Magic Touch, Inc.
MAGL	Magline Trailevator
MAGN	Magnolia Mobile Home Mfg.
MAGO	Magnolia Travel Trailer
MAGT	Magnum Custom Trailer Mfg. Co. (boat utility trailers--Austin, TX)
MAHO	Mahoning Homes, Inc.
MAI	Mai Mfg. Co.
MAIR	Mair & Sone, Inc.
MAJE	Majestic Corp.
MAJR	Majestic Rides Mfg., Inc., New Waterford, OH
MAJO	Major Way
MALH	Malheur Mobile Homes, Inc.
MALI	Malibu Campers
MALL	Mallard Coach Corp.
MANT	Manatee Homes, Commerce, TX
OREG	Mang (Mfd. by Oregon Mfg. Co., Inc.)
MANG	Mangar Co.
ROCS	Manitou Mobile Home (Mfd. by Rochester Homes, Inc.)
MANK	Mankato Mobile Homes, Inc.
MANN	Manning, Richard
MANO	Manor Homes, Inc.
MHMC	Manufactured Housing Management Corp., Chickasha, OK
MAPL	Maple Leaf, Inc., Middlebury, IN
MARP	Marathon Homes Corp., Elkhart, IN
MRAU	Marauder Travelers, Inc.
MARB	Marbrough Boat Trailer
MARH	Marietta Homes, Div. Winston Industries
MARI	Marine Camper Trailer
MVEN	Marine Venture Enterprisers, Inc., Baltimore, MD
MRIN	Marion Homes, Inc., Div. of Tidwell Ind., Inc., Bear Creek, AL
MARN	Marion Metal Products Co.
MRIO	Marion Trailer Sales, Marion, IN
MARF	Mark Fore Vatco Industries, Chelsea, MA
MARK	Marking Mfg.
MAIN	Mark Line Industries, Inc., Bristol, IN
MARA	Mark Twain Mfg. Co.
MAKV	Mark V Trailer
MARO	Marlette Coach Co.
MARR	Marlin Mfg.
MARQ	Marquette Custom Boat Trailer
MRQM	Marquez Mfg., Ltd., Sunnyside, WA
MARS	Mars Camper Co.
MARL	Marshall
MARW	Marshfield Homes, Inc.
MWST	Martco Waste System Equipment
MRTZ	Martinez Trailer
MRTI	Martin Lowboy Semi Trailer
MART	Martin Trailers, Ltd., St. Laurent, Montreal
MARV	Mar-Val Industries, Inc.
SPEA	Marvin A. Spears Co.
MASC	Mascot Homes, Inc.
MASS	Massey-Ferguson, Inc., Des Moines, IA
MASL	Masterbilt Trailers, Inc.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
MASR	Mastercraft, Bryan Metal Products, Inc.
HIGL	Master House (Mfd. by Highlander)
MAST	Masterline Co., Inc.
MASG	Master Liner Mfg. Co.
MTRA	Mastertrack, C & C Industries, Gaithersburg, MD
MASV	Master View
MATE	Mate, Inc., Katy, TX
MATL	Matlock Truck Body & Trailer Corp.
MAUR	Maurell Trailer
MAVE	Maverick Mobile Home
MAXC	Maxcraft Trailer Mfg.
MAXE	Maxey Mfg., Inc.
HOLN	Maxi-Barbecue (Mfd. by Holstein Mfg., Inc.)
BIRE	Max Trailer (Mfd. by Bird Engineering, Inc.)
ROLP	Mayberry (Mfd. by Rollohome Corp.)
MAYC	Mayco Two Wheel Trailer
MAYA	Mayfair Mobile Home, Div. of DeRose Ind., Indianapolis, IN
GOOD	Mayfair Trailer (Mfd. by Good Mfg. Co.)
MAYF	Mayflower Trailers or Homes
MAEN	Mays Enterprises, Inc., Albertville, AL
MCCB	McCabe-Powers Body Co.
MCCA	McCain Industries
MCCR	McCarthy Trailers
MCCL	McClain Trailer Mfg. Co. (boat trailers--Houston, TX)
MCCY	McClenny Machine Company of Virginia, Inc., Suffolk, VA
MCCK	McCook Mfg. Co.
MCCO	McCoy Mfg. & Sales Co.
MCOY	McCoy/Taylor, Inc.
MCCM	McCrabb Mfg., Inc., West Liberty, IA
MACC	McDonald Camper Kit Distributor
MCFA	McFarlane Mfg. Co., Inc.
MCKA	McKay, John A.
MCNA	McNamee Coach Corp.
MCNM	MCN Mobile Homes Corp.
MCQV	McQuerry Horse Trailer
MCQU	McQuerry Tan Trailer
MDTR	M-D Trailer Co.
MEAD	Meade
MECH	Mech Handling Co.
MEDA	Medallion Mobile Homes
MEDF	Medford Industries
MEDI	Medical Coaches, Inc.
MELG	Melges Boat Works, Inc., Zenda, WI
MELO	Melody Home Mfg. Co.
ELCO	Memory (Mfd. by Elcona Homes Corp.)
MERB	Mercury Boat Co.
MERH	Mercury Coach Corp.
MERR	Mercury Trailer Industries
MERW	Merhow Industries
MERT	Merit Tank & Body, Inc., Berkeley, CA
MERM	Merrimac Corp., Goshen, IN
MERI	Merritt Equipment Co.
MESA	Mesa III Travel Trailer
META	Metal Craft Manufacturing, Greenville, NC

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VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
METO	Metoo Travel Trailer
METZ	Metzendorf Trailer Mfg.
MGM	M.G.M., Inc.
MGNO	Mgnol Tandem Boat Trailer
MGS	MGS, Inc.
MHEB	M.H. Eby, Inc., Blue Ball, PA
MICA	Michalke Mfg. Corp.
MICG	Michigan Central Airlines
FALM	Michigan Lo-Loader (Mfd. by Falco Mfg.)
MIDS	Midas International Corp.
MIDA	Mid-Atlantic Homes Co.
COAM	Middlebury (Mfd. by Coachmen Homes, Div. of Coachmen Industries, Inc.)
MIDD	Middlesex Equipment Co.
MIDQ	Mid-Equipment Corp.
MIDL	Midland Industries, Inc., Cincinnati, OH
MDST	Mid States Camping Trailer
MIDE	Midway Engineering Co.
MIDI	Midwest Industries, Inc., Ida Grove, IA
MIDT	Midwest Mini-Tote Co., Muskego, WI
MIDW	Midwest Mobile Homes & Trailer Mfg. Co.
OWES	Mighty Midget (Mfd. by Owens-Classic, Inc.)
MILC	Milco Tank & Boat Co.
MILY	Miley Horse Trailer
MILA	Millan Flatdeck
MLLR	Miller
MIL	Miller Electric Mfg. Co. (Mfrs. of arc welders)
MILE	Miller & Smith
MILT	Miller Tilt-Top Trailer, Inc., Milwaukee, WI
MILL	Miller Trailers Inc. ("Miller" Trailers)
MIDT	Mini-Tote (Mfd. by Midwest Mini-Tote Co.)
MTCI	Mississippi Tank Co., Inc., Hattiesburg, Mississippi
MIT	Mitchell Camper Trailer
MITC	Mitchell Industrial Tire Co., Inc., Chattanooga, Tennessee
MITC	Mitco (Mfd. by Mitchell Industrial Tire Co., Inc.)
MITT	Mitts & Merrill, Inc., Saginaw, Michigan
MJMT	M.J.M. Trailer Mfg., Inc.
MMMC	M & M Mfg. Co.
MOBB	Mobilair Mobile Homes
MOBC	Mobile Chapel Trailer
MOBG	Mobile Engineering Co.
MOBH	Mobile Facility Engineering Co.
MOBF	Mobile Freeze
MOBJ	Mobile Garage Mfg. Co.
MOBK	Mobile Holding Corp.
MOBL	Mobile Home Co.
MOHO	Mobile Home Industries, Inc., Tallahassee, Florida
MOBN	Mobile Home Service
COMR	Mobile Lab (Mfd. by Commercial Vehicles, Inc.)
MOBX	Mobilemanor, Inc.
MOBO	Mobile Mfg. Corp.
MOBR	Mobile Office, Inc.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
MOBP	Mobile of Marysville
MOBS	Mobile Products, Inc.
MOBT	Mobile Scout Mfg. Corp.
DESG	Mobile Sign (Mfd. by Design Intennt)
MOBU	Mobile Structure
MOBV	Mobile Tops, Inc.
MBIL	Mobile Traveler
MOBW	Mobile Unit Mfg., Inc.
MOCC	Mobley Metal Works
MODI	Modernistic Industries
MODH	Modern Mobile Homes
MODU	Module, Inc.
MODL	Moduline International, Inc., Chehalis, Wisconsin
MOHA	Mohawk, Inc.
MOLL	Molloy Mobile Crafts
MNRC	Monarc
MONB	Monarch Boat Co., Camper Division
MONC	Monarch Industries, Inc.
MONH	Monarch Mobile Homes, Inc.
MONI	Monitor Coach Co.
MONO	Mono
MONN	Monon Trailer, Division of Evans Products Co.
MONS	Monson & Sons Trailer
MOAL	Monte Aluminum Trailer Dump
MNTE	Montebello Mobile Home Trailer
MOCA	Monte Carlo Mobile Home
MNTG	Montgomery, Bill
MONU	Montgomery Mfg. Co.
RIVS	Montgomery Ward (Riverside)
MONV	Montclair Mobile Homes
MONW	Montone Mfg. Co.
MOOD	Moody Mfg. Co.
MORM	Morgan Mobile, Inc.
MORN	Morgan Trailer Mfg. Co.
MORT	Meritz, Inc., Mansfield, Ohio
MORI	Morris Brothers
MORS	Morse Horse Trailer
MOSE	Moser (Vim Trailer)
MOTE	Motel Mobile Corporation of America
MOTA	Motoc Semi Flatbed Trailer
MOTR	Mo Trailer Corp., Goshen, Indiana
MOUN	Mountaineer Mfg. Co.
MOUE	Mountain Valley Enterprises
MOUM	Mountain View Campers
MOUA	Mount Vernon Mobile Home, Division Concord Mobile Homes
MPC	MPC Cruiser Camper Trailer
MRER	Mr. Ed Boat Trailer
MSI	M-System, Inc.
MTCI	MTC (Mfd. by Mississippi Tank Co., Inc.)
MULE	Multech Corp., Canton, South Dakota and Sioux City, Iowa
MULT	Multi Trailer
MUNC	Muncy Homes, Inc., Muncy, PA
MRRA	Murray Marine Corp.
MURT	Murray Trailers, Caldwell, ID
MUSG	Mustang Trailer Manufacturing, Inc., Quitman, Arkansas

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VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
MUVA	Muv-All Trailers, Multech Corp.
MWMC	M & W Mfg. Co.
MYCO	Myco Industries
MYWA	My-Way Corp., Longwood, Florida
NABO	Nabors Trailers, Inc.
NAIR	Nairobi Trailers
NELL	Nallej of Florida
NAMO	Namco Industries
NASA	Nasan Trailer
NASM	Nash Mfg.
NASU	Nashua Mfg. Co.
NATL	National Mobile Homes
NATW	Nationwide
NAVJ	Navajo Horse Trailer
NEAL	Neal Mfg. Co., Inc.
TWIC	Necedah Flyers (Mfd. by Twin City Racing)
NECT	Neckover Trailer Mfg. Co., Troup, Texas
NELN	Nelson-Dykes Co.
NELS	Nelson Mfg. Co.
NEOS	Neosho Custom Coach Co., Division Gearhart's Building Materials
NEPT	Neptune Corp.
NERC	Nerco Trailer
NEUF	Neufeld, Karl M.
NEVA	Nevada Air Products Co.
NEVD	Nevadan Mfg. Co.
NEVL	Nevlen Company, Inc., Wakefield, Mass.
NEBM	New Bame Trailer
TOWN	New Castle (Mfd. by Town & Country Mfg. Co.)
NEWC	Newcomer Indus., Inc., Goshen, IN
NEWD	New Dimension
NEWE	New England Homes or Trailers
NEWM	Newham Enterprises
NEWH	New Holland, Div. of Sperry New Holland
NEWN	Newman Trailer
NWMC	New McGrath
REDM	New Moon (Mfd. by Redman Industries, Inc.)
NEWT	New Paris Traveler Corp., New Paris, Ind.
NEWP	Newport Homes, Inc.
NEWS	New Style Homes, Inc., Pineville, MO
NEWK	New Yorker Homes Corp.
NAMC	N & Ha Mfg. Co.
NIAG	Niagara Trailer Co.
NICE	Niceson Boat Trailer
NICK	Nickel & Holman, Fenton, Michigan
NIMR	Nimrod Travel Trailer
NOBI	Nobility Homes, Inc., Ocala, Florida
NOBL	Noble Cultivators, Ltd.
NODE	Nodine Mfg., Dakota, Minnesota
NOEL	Noel Mfg.
NOLE	Nolena Foster Trailer
SKYL	Nomad (Mfd. by Skyline Corp.)
NOMN	Nomanco, Inc.
NORC	Norcal Boat Trailer
NODI	Nordic
NORD	Nordine Mfg. Co.
NORJ	Norjack, Inc.

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
NORI	Norris Homes, Inc.
NORS	Norse Trailer
NORN	North American Mfg. Co.
NORO	North American Shipbuilding
NORR	Northern Cruisers
NHYD	Northern Hydrolics, Inc.
NORU	Northern Star Mobile Homes
NORV	Northland, Magline, Inc.
NRVR	North River Homes, Hamilton, AL
NRTW	Northway Trailer
NWCT	Northwest Custom Trailer, Rochester, WA
NORX	Northwestern Mobile Homes, Division Rainway Manufacturing Company
NORW	Northwest Trailers
NRWN	Norwin Trailer
NOTH	Nothsway Tandem Trailer
NUEL	Nuell Coach Corp.
NUTT	Nuttall Trailers
NUWA	Nu-Wa Campers, Inc.
NUWH	NUWA Horizon Camper Trailer
NUWE	Nu-Way Mobile Home Mfg. Co.
OAKC	Oak Coach Co.
OKCK	Oak Creek Homes, Inc., Gainesville, TX
FTWD	Oak Park (Mfd. by Fleetwood Entp.)
OASI	Oasis Travel Trailer
OBER	Oberlin Trailers, Inc.
OBRI	Obrect Trailer
ODOM	Odom Boyd Trailer Mfg. Co., Conroe, Texas
ODYS	Odyssey Trailer Co.
OELR	Oelrich Mfg. Co.
OFFC	Office Master, Inc., Hampshire, Tennessee
OFFI	Officer, The, Elkhart, Indiana
OHIO	Ohio Body Mfg. Co. ("Ohio" Trailers)
OKHT	OK Horse Trailer
OKLA	Oklahoma Horse Trailer
OKLH	Oklahoma Trailer, Inc. (Mfrs. boat trailers, Kingfisher, OK)
OLDT	Olds Trails Trailer
OLGE	Olgen Mfg. Co.
OLSO	Olson
OMAH	Omaha Standard Flatbed Trailer
OMCJ	OMC Johnson (boat trailers--Waukegan, IL)
ONEI	Oneida Coach Mfg., Grand Ledge, MI
ONOI	Ono, Inc.
OPNR	Open Road Campers, Inc.
ORBI	Orbit Industries, Inc.
ORCO	Orcon Industries, Inc.
OREG	Oregon Mfg. Co., Inc., Beaverton, OR
ORIO	Oriole Trailer Mfg. Co.
ORLA	Orlando Boar Co.
OSAG	Osage Trailer Mfg. Co., Inc.
OSBO	Osborn, C. D. & Co., Grand Rapids, MI
GIAT	Osterlund, Inc., Harrisburg, PA
OTTE	Otterbacher Mfg., Inc., Crestline, OH
OUTD	Outdoor Equipment
OVEL	Overland Mfg. Co.
OVRL	Over-Lowe Co.
OWES	Owens-Classic, Inc., Sturgis, MI

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TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

OWNS Owens Mfg. Co.
 OWNA Ownahome, Inc.
 OZAR Ozark Trailer & Mobile Homes
 TIMC Ozark Trailway (Mfd. by Tri-Lakes Mfg. Co., Inc.)

 PAMR Pace American, Inc., Middlebury, IN
 PACB Pacemaker Boat Trailer
 PACC Pacemaker Mobile Homes & Travel Trailers, Division Lonergan Corp.
 MCCY Pacer (Mfd. by McClenny Machine Company of Virginia)
 PACS Pacesetter Horse Trailer
 PBTI Pacific Boat Trailers, Inc, Anaheim, CA
 PACI Pacific Campers
 PAGE Page Trailers
 PAKM Pak-Mor Mfg. Co.
 PALE Palace Corp.
 PALO Palamino Camping Trailer
 PALW Palmer Machine Works, Inc.
 PALN Palmetto Sales of Laurens
 PALC Pal Mfg. Co., Inc.
 PALM Palm Trailers
 PAMC Pamco Trailer
 PANA Pan American Mobile Homes, Division of Divco-Wayne Industries
 PANO Panorama Homes, Inc.
 PARD Pardonnet Mfg. Co., Livonia, MI
 PARC Paris Trailer Co.
 PARR Parker
 PARE Park Estates Homes
 PARH Park Homes, Goshen, IN
 PRHT Parkhurst
 PAKH Parkhurst 8' Box Trailer
 PARK Park Lane Mobile Homes
 PARS Parkmaster, Division American Sterling Enterprises
 PARL Park Royal
 PARP Park Trailer Corp.
 PARU Parkway Mfg. Co.
 PARW Parkwood Homes, Inc.
 PARX Parkwood Mobile Homes of Florida
 PARM Parmiter, P. J. & Sons, Ltd.
 PAST Pastime Mfg. Co.
 PATH Pathfinder Mobile Home
 PATR Patriot Homes, Inc., Elkhart, IN
 ABBO Paul Abbot Co., Inc.
 BUNY Paul Bunyan Co.
 PAUL Pauli Cooling System, Inc.
 PDAA P/D
 PEAB Peabody Solid Waste Management
 PEEK Peek
 PERL Peerless Division, Div. of Lear Siegler--Tualatin, OR (Previous MAK was PEER)
 PELI Pelican Aluminum Mfg.
 PEND Pendlay
 COAH Pendleton (Mfd. by Coachmen Homes Corp.)
 PENI Peninsula Camper Mfg.
 PENC Pennco Industries, Inc. (Subsidiary of DEC International, Inc.)

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

PENU Penn-Cupit Industries, Ltd.
 PENN Penney, J. C.
 WISO Penn Royal (Mfd. by Wisconsin Homes, Inc.)
 PECT Pennstyle Campers, Inc.
 PENS Pennsylvania Furnace and Iron (Mfrs. tankers--company bought out by Dairy Equipment, Madison, WI)
 PNNT Penn Trailer
 ADDI Penthouse (Mfd. by Addison Homes)
 PEQU PEQUA, Gordonville, PA
 PERC Perch, I.B.
 PERM Perma Tent Camper
 PERO Perone Trailer
 PERR Perris Valley Campers
 PETE Peterson
 PFAU Pfaudler Co.
 PHAA P & H
 AERG Phantom (Mfd. by Aero-Glass Boat Co.)
 PHEL Phelan Trailer
 PHEP Phelps Horse Trailer
 PHIM Phillips Mfg. Co., Inc., Lehi, UT
 PHII Phillips Trailers, Chickasha, OK
 PHIL Phill Trailer
 PHOE Phoenix Camping Trailer
 PICK Pick-Up Top Mfg.
 PICW Pickwick
 PAUL Picnic Caddy (Mfd. by Pauli Cooling System, Inc.)
 PIED Piedmont, Division Concord Mobile Homes
 PIER Pierce Lowboy Trailer
 PIKE Pike Trailer Co. ("Pike" Trailers)
 PILG Pilgrim Mfg. Co.
 PRKA Pine Grove Mfg., Pine Grove, PA
 PINE Pines Trailer Mfg.
 PINS Pinson Truck Equipment Co.
 PIOE Pioneer Coach Mfg.
 PION Pioneer Sales & Mfg. Co.
 PIPE Pipestone Tandem Boat Trailer
 PITM Pitman Brothers Co.
 PIXI Pixie Piker Travel Trailer
 PARM P. J. Parmiter & Sons, Ltd.
 PLAI Plains Industries, Inc.
 PLAC Plastic Engs. & Consultants
 PLAS Plastic Forming Co.
 PLAG Plattsburg Mfg.
 PLAT Platt Trailer Co.
 PLAM Playmate Coaches
 PLAL Play-Mor Trailers, Inc., Westphalia, MO
 PLEA Pleasure Homes Mfg.
 PLES Pleasuremate Industries
 PLEM Pleasureway Mfg.
 POIE Pointer-Willamette
 POLA Polar Mfg. Co.
 POLL Pollock Industries
 POLR Poloron Homes of Pa., Inc., Middleburg, PA
 POND Ponderosa Homes, Inc.
 PONE Ponderosa Industries
 DMHC Pontiac Chief (Mfd. by DMH Company)
 POOL Poole, Inc.

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TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
PORE	Portable Structures
PORT	Porta-Built Industries
PORK	Porta-Kamp Mfg.
BRIE	Port-O-Hauler (Mfd. by Bridge Mfg. & Equipment Co.)
POR	Por Trailer
PRTT	Port Trailer Mfg. Co.
PUCK	Power Box Utility Trailer (Mfd. by Puckett Bros. Mfg. Co., Inc.)
HUSS	Powerful Paul Jr. (Mfd. by Huss Sales, Inc.)
POWE	Powerline Products, Div. White Oak, Inc.
MCCB	Powers (Mfd. by McCabe-Powers Body Co.)
PRAR	Prairie Schooner, Inc., Elkhart, IN
PREB	Prebuilt Mfg.
PREI	Pre-Built Structures
PREC	Precision Deburring & Fabricating, Inc.
PREM	Premier Trailer
PRES	Presidential Mobile Homes, Division U.S. Aluminum Company
PRTG	Prestige Housing, Inc., Conway, AR
PREV	Presvac Systems (Burlington) Ltd.
PREW	Prew Proco Travel Trailer
PRIC	Price-Meyers Corp.
PRIN	Princess Homes & Travel Trailers
PRIO	Prior Products, Inc., Dallas, TX
PRIV	Private Coach, Division F & L Construction
PROG	Progress Industries, Inc. (Subsidiary Fleetwood Trailers & Mobile Homes)
PROT	Pro-Trail, Inc., Nashville, TN
FTWD	Prowler (Mfd. by Fleetwood Entp.)
PROW	Prowler Industries
PUCK	Puckett Bros. Mfg. Co., Inc., Lithonia, GA
PULL	Pull A Long Mfg. & Sales
SHEM	Puller-Tensioner (Mfd. by Sherman & Reilly, Inc.)
TRIM	Pullman Trailmobile, Div. Pullman Inc., Chicago, IL (Also see Trailmobile)
PUMA	Puma Camper Sales, Division American Sterling Enterprises
PUZE	Puzey Bros., Inc., Fairmont, IL
PWTR	PW Trailer
PYLE	Pyle Haul-It-All Flatbed
PYRA	Pyramid Mobile Homes
QE	QE Mfg. Co., Inc., New Berlin, PA
QUAK	Quaker City Iron Works, Inc.
QUAL	Quality Trailer
QUIC	Quickload
RACH	Rach Welding, St. Joseph, MI
RACM	Racmac Trailer
RATC	Racto Welding, Billings, MT
RADE	Radmacher Trailer
RAES	Raes Utility Trailer
RAIB	Rainbow Camper Co.
RAIC	Rainbow Corp.
RAIN	Rainway Mfg. Co.
RALL	Rallymaster

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
RAMA	Ramada Tent Camping Trailer
HOLR	Rambler Trailer (Mfd. by Holiday Rambler Corp.)
RAMN	Ramlin
RAMR	Ramsey Trailers
RANA	Ranchette Travel Trailer
CHAE	Ranch House Mobile Home (Mfd. by Challenger Homes, Inc.)
RANH	Ranch King Enterprises, Inc., Bellville, TX
RANC	Rancho Trailers, Inc.
RAND	Randall, Walter
RANE	Randolph Coach
RANG	Ranger Mobile Homes
WOOM	Ranger Trail Trailers (Mfd. by Wood Mfg. Co., Inc.)
RAPI	Rapid Traveler Coaches
RAVE	Ravens Metal Products, Inc. (Ravens Trailers)
RAW	Rawhide Stock and Horsetrailer Mfr., Inc.
RAYI	Raymond Products Co.
RAYM	Raymur Acceptance Corp.
RAYN	Raynell Campers
RCIN	R.C. Industries, Inc., Goshen, IN
HALL	R.D. Hall Mfg., Inc.
REAL	Realco Trailer
RELT	Realite Trailer
REA	Rea Trailer Co., Elgin, IL
REBL	Rebel Boat Trailer
REBE	Rebel Mobile Home, Div. Skyline Homes
RECG	Reco Goliath Tent Trailer
RCON	(reconstructed trailers)
RECS	Rec-Sha Trailer
REDA	Red Arrow Trailer Co.
REDD	Red Dale Coach Co.
REDG	Red Goose Horse Trailer
FAIM	Redi-Haul Trailers (Mfd. by Fairmont Steel Products, Inc.)
REDM	Redman Homes, Inc., Div. of Redman Industries, Inc., Dallas, TX
REDR	Red River Custom Trailer, Clarksville, TX
REDS	Redstone Coach Co.
REED	Reed Enterprises, Inc.
REEG	Reed Mfg. Co.
REEV	Reeves Trailer
REGE	Regent Homes Corp.
REGI	Regis Corp.
REID	Reids Trailer
REIN	Reinell Boat Trailer
RELC	Relco Corp., N. Billerica, MA
RELB	Reliable Tank, Inc., Rhone, Texas
RELI	Reliance Trailer Mfg. ("Reliance" Trailers)
RELM	Reliart Trailer Mfg. Co.
CVWE	Relibilt (Mfd. by C & V Welding and Fabricating)
REMB	Rembrant Mobile Home
DERE	Rembrook (Mfd. by DeRose Industries, Inc.)

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TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

REMC Remco (Mfd. by Rome Engineering & Mfg. Co.)
 REMI Remic Industries, Inc., San Bernardino, California
 SNRZ Remington Homes (Div. of Sunrizon Homes, Inc., Dallas TX)
 REMK Remke Trailer
 RENT Rent-A-Trailer Corp.
 REVE Revella Camping Trailer
 REXM Rex Mobile Homes, Division Divco-Wayne Industries
 REYN Reynolds Mfg. Co.
 ALLM Rezner (Mfd. by All Steel Mfg. Co.)
 RFCM RFC Mfg., Inc.
 RGAA R & G
 RRAA R & H Horse Trailer
 MANN Richard Manning
 RICL Richards & Clark Mfg. Co.
 RICD Richardson, Div. Great Southwest Corp.
 RICH Richardson Homes Corp.
 RCHS Richards Utility Trailer
 RICN Richland Homes Mfg. Co., Subsidiary Magnolia Mobile Home
 RICK Rickman Trailer
 RIDE Ride-On, Inc. (Mfrs. boat trailers-- Ceres, California)
 RIDG Ridgecraft Corp., Austin, Texas
 RRNR Ridge Runner Indus., Inc., Fairmount, WV
 RIGH Right Products, Inc.
 RIIN R & I Industries, City of Industry, CA
 RIME Rimer, Inc.
 RING Ring-o-matic Mfg. Co., Pella, Iowa
 RINK Rink Mfg. Co.
 RIPC Ripco, Inc.
 RITB Rite-Bilt
 RITE Rite-On Trailers, Div. of Windward Marketing
 RITZ Ritz-Craft, Inc.
 FRAK Riverchase (Mfd. by Franklin Homes, Inc.)
 RIVE Riverdale Steel Works
 RVOK River Oaks Homes, Inc., Boaz, AL
 RIVU River Run
 RIVR Rivers, Bill
 RIVS Riverside, Brand of Montgomery Ward
 RIVT Riverside Trailer Mfg. Co.
 RITT River Trail Trailers, Little Rock, AR
 REDM Riverview (Mfd. by Redman Homes, Inc.)
 RIVW Riviera Mfg. Co.
 RIVN Rivinius, Inc., Eureka, Illinois
 RLAC R. L. Allen Company, Inc., Battle Creek, Michigan
 RADC Roadcraft Mfg. & Leasing
 RDKG Road King Travel Trailer
 ROAE Roadliner Mfg. Division
 ROAF Roadmaster Mfg. Co.
 RORA Road Ranger Camper Trailer
 ROAC Road Roamer Campers
 ROAG Roadrunner Mfg. Corp.
 ROAL Roadway Trailer, Ltd.
 ROAM Roaminghome Co., Inc.

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

HARR Roanoke-Hustler (Mfd. by Harrington Mfg. Co., Inc.)
 ROBT Robert Horse Trailer
 ROBR Robin Hood Travel Trailers
 ROBI Robin Mfg. Co.
 ROCS Rochester Homes, Inc., Rochester, Ind.
 ROCE Rocket Trailer, Ltd.
 ROCK Rockford Industries, Inc.
 ROCK Rockie Mountain Mfg., Inc.
 ROCB Rockin-B-Trailers, Durant, Oklahoma
 ROCN Rockland Homes, Inc.
 ROCT Rockport Trailer Mfg. Corp.
 ROKW Rockwood Motor Homes
 ROGE Rogers Brothers
 ROGR Rogers Trailers, Inc ("Rogers" Trailers)
 ROGU Rogue River Trailer Mfg. Co.
 ROLC Rolco Mfg. Co.
 ROLI Rolite, Inc.
 ROLH Roll-A-Long & Sterling Coach Co.
 ROLM Rolling Homes, Ltd.
 ROLP Rollohome Corp.
 ROLS Rolls International Trailer (Mobile Home)
 ROMA Romae Industries, Mountain View, Missouri
 REMC Rome Engineering & Mfg. Co., Claxton, GA
 RONC Ronco Coaches, Inc.
 ROOF Roofmaster
 ROSC Rosco Two Wheel Trailer
 ROSE Rosemont Mobile Home, Div. DeRose Industries
 ROSS Ross, J. H., Co.
 ROTO Rotocraft Boat Trailer, Grants Pass, OR
 ROUL Roulette Caravan Co.
 ROUS Roust-About
 ROV Rover
 ROYA Royal Brothers
 ROYC Royal Crest Co.
 ROYL Royal Industries Noble Div.
 ROYS Royals International, Millersburg, Ind.
 ROYF Royco Mfg. Co.
 ROYH Roycraft Coach Co.
 RRMA R & R Mfg. Co., San Saba, Texas
 RSTB R/S Truck Body Co., Inc., Allen, Kentucky
 RUCH Ruchmore Homes
 COMP Ruffian (Mfd. by Commodore Corp.)
 RUNA Run-About
 RUJI Rush Indus., Inc., Elkhart, IN
 RUSH Rushmore Homes
 RUSS Russco Lowboy Trailer
 RUSE Russell, Frank Mfg. Co.
 RUST Rustler Horse Trailer
 RVKO R. V. Kompacts, Inc., White Pigeon, Mich.
 RYAN Ryan Mfg.
 RYDR Ryder
 SABQ Sabre Equipment Division, Sabre Metal Products
 SAFA Safari
 SAFE Safeway Mobile Homes Division, Commodore Corporation
 SAGE Sage Mfg. Co.

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VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
SAHA	Sahara Mobile Homes
NEWD	Saint Charles (Mfd. by New Dimension)
SALE	Salem Mobile Home Trailer
SALI	Saling Mfg. Co.
SALV	Salvaco, Inc., Columbus, Ohio
SAMP	Sampson
SANI	Sani-Cruiser Co.
SANK	Sanker Mfg. & Supply
SANL	Santa Cruz Trailer Mfg. Co.
SANP	Santa Fe Springs Division, Divco-Wayne Industries
SNTA	Santa Fe Trailer Co.
FTWD	Santana (Fleetwood Enterprises)
SANR	Santeler Brothers
SATU	Saturn Homes, Division Harrelson Corporation
SAVA	Savage Coach Mfg., Inc.
SAVN	Savannah Homes, Inc., Savannah, Tennessee
SCAD	Scad-A-Bout Mfg. & Aluminum Co.
SCAP	Scamper Coach Trailer
SCMP	Scamp Trailer
SCEN	Scenic Campers Co.
SCEP	Scepter Utility Trailer
SCHA	Schantz & Sons, Inc., Marine, Illinois
SCHL	Schevelle Homes Sales Corp. of Alabama
SCHM	Schiebout Mfg. Co.
SCHN	Schien Body & Equipment Co.
SCHR	Schlemmer Boat Co.
SCHU	Schnure Ho' Trailer
SCHD	Schrader Dump Trailer
SCHT	Schult Mobile Homes Corp.
SCHW	Schwartz Mfg. Co.
SCIT	SCI Trailer
SCOR	Scorpion Trailer
SCOC	Scotsman Industries, Inc.
SCOM	Scotsman Mfg. Co.
SERR	Scotty Sportsman (Mfd. by Serro Travel Trailer Co.)
SCTB	Scoutboat Trailer
SCUL	Scully Coach Co., Inc.
SEAB	Sea Breeze Trailer
SEAC	Seacamper Boat Trailer
GOFF	Seacraft Boat Trailer (Mfd. by Goff Mfg.)
BMMF	Sea King Boat Trailer (Mfd. by B & M Mfg. Co.)
SEAL	Sea Lion Utility Trailer
SEAM	Seal Mate, Div. of Tateco, Inc.
NEAL	Seal-Mor (Mfg. by Neal Mfg. Co., Inc.)
SEOV	Searover TC Camper
SEAR	Sears, Roebuck & Co. (also Allstate)
SEAW	Sears, Wendell
SEAS	Sea Stallion Trailers, Klamath Falls, OR
SBTT	Sebring Home Corp.
SECO	Seco Mfg. Co.
SECU	Security Industries
SEEM	Seemore Flatbed Trailer
SEID	Seiden Mobile Homes

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
SELB	Selburn Flatbed Trailer
SELY	Selby Mfg. Co., Nicollet, Minnesota
SELR	Sellers Trailer
SELM	Selma Trailer & Mfg. Co.
SELO	Selox Mfg., Ltd., Toronto, Ontario, Canada
SEMN	Seminole Boat Trailer
SEMC	Semlac Corp.
SERR	Serro Travel Trailer Co.
SHDO	Shadow Trailers, (Shadow Boat Trailer), Glencoe, OK
SPOM	Shalimar Mobile Homes (Mfd. by Sportcraft Homes)
SHAC	Shamrock Campers, Div. Classic Mfg. Co.
SHAM	Shamrock Homes
FAIH	Shannon (Mfd. by Fairmont Homes, Inc.)
SHAR	Sharratt Mobile Homes & Supplies
SHAS	Shasta
SHAW	Shaw-Wynn Homes Corp.
GRSO	Sheffield (Mfd. by Great Southwest Corp.)
SHEL	Shelby Mobile Homes, Division Commodore Corporation
FIVK	Sheppard (Mfd. by 5-K Trailer Co., Inc.)
SHEM	Sherman & Reilly, Inc., Chattanooga, TN
SHER	Sherzer Dump Trailer
SHBA	Sherwood Baronet Tent Trailer
SHSY	Sherwood Sentry Horse Trailer
SHIL	Shiloh Homes, Double Springs, Alabama
SHIB	Shipbuilt Van Trailer
SHIM	Shipmate, Semek, Mfg., Inc.
SHIP	Shippette Mobile Homes
SHOM	Sho-Me Campers Co.
SHOO	Shoops Horse Trailer
JIMD	Shop-Built (Mfd. by Jim & Dave's Mfg.)
SHOP	Shopmade Flatbed Trailer
MIDI	Shore-Lander (boat trailers--mfd. by Midwest Industries, Inc.)
YARB	Shorline Trailer (Mfd. by Yarbrough Mfg. Co., Inc.)
SHOW	Showco Nomad Trailer
SHWM	Show-Me Trailers, Inc., Smithton, Missouri
SHTR	S & H Trailer Mfg. Co., Inc., Madill, OK
SIEB	Siebert Trailers, Inc., Stockton, CA
WERN	Siegmund Werner
SIER	Sierra Campers Mfg.
PARH	Siesta (Mfd. by Park Homes, Inc.. MAK was SIES.)
SIGA	Sigame Corp., Gardena, California
SIGN	Signal Div., Div. of Lear Siegler, Inc., Los Angeles, California
SILC	Silvercrest Industries, Inc., Buena Park, California
SIEA	Silver Eagle Travel Trailer
SILE	Silver Leaf Mfg. Co.
SILL	Silverline
SIST	Silver Star Trailer
SILV	Silver Streak Trailer Co.
SVTR	Silver Trail
SIME	Simek Mfg., Inc.

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VMO IS TL

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

SIMN Simenson Mfg. Co.
 SIMO Simon Utility Trailer
 SIMT Simpson Enterprises, Inc.
 SING Single Tilt Trailer
 SISU Sisu USA, Inc. (Magnum Terminal Tractor)
 SIXP Six Pac Camper
 SKAM Skamper Corp.
 TRLN Skeeter (Mfd. by Trailers, Inc.)
 BOMB Ski Doo (Mfd. by Bombardier, Ltd.)
 SKIK Ski Kart Trailer
 SKIM Skim Air Trailer
 SKIP Skipper Corp.
 SKPP Skippy Trailer
 SKIT Ski Tow Mfg. Co., Inc.
 MASS Ski Whiz (Mfd. by Massey-Ferguson, Inc.)
 PARH Skoolsout (Mfd. by Park Homes, Inc.)
 SKYC Skycraft Trailer
 SKYH Skyhomes, Inc., Division Skyline Homes
 SKYI Skylark Industries, Inc., Bristol, IN
 SKYL Skyline Corp., Elkhart, IN
 SLPE Sleep Easy Trailer
 SLOA Sloat Mfg. Co.
 SMWD Smallwood, County Line Co.
 SMAR Smartlee
 SMIH Smithco, Division L.B. Smith, Inc.
 SMIR Smith-Roles, Ltd.
 SMOK Smokey Trailer
 SWEM SMP (Mfd. by Sweetwater Metal Products Co., Inc.)
 SMTC S & M Trailer Co.
 SNAT Snatcher Trailer Company, Bettendorf, IA
 TUCR Sno-Cat (Mfd. by Tucker-Sno-Cat Corp.)
 BYRM Sno-Trailer (Mfd. by Byers Mfg., Inc.)
 BALI Sno Van (Mfd. by Balko, Inc.)
 SNOB Snowbird Trailer Co., Inc. (Sno Bird Transport Trailer, Iron Ridge, Wisc.)
 SNWC Snow Co., The; Snowco Trailer - Div. of Beatrice Foods
 SNOE Snowflake Coach Industry
 CHRI Snowflite (Mfd. by Christianson Industries, Inc.)
 GOFF Snowmaster Snowmobile Trailer (Mfd. by Goff Mfg.)
 SNTT Snowton Trailer
 RACH Snow Treck (Mfd. by Rach Welding)
 SNYD Snyder Trailer Co.
 SOCI Society Coach Builders
 SODE Soderstrom Machine Shop, Canton, SD
 SOL Sol Cat Boat Trailer
 SOND Son-Dyke Trailer Co. (boat trailers-- Calico Rock, Arkansas)
 SOON Sooner Mfg.
 SOUE Southeastern
 SNRG Southern Energy Homes, Inc., Addison, AL
 SOLS Southern Lifestyle Homes, Inc., Addison, AL
 SOUH Southern Trailers
 SOUT Southlane Horse Trailer
 SOUW Southwest Truck Body Co.

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

PRIC Sovereign Mobile Homes (Mfd. by Price-Meyers Corp.)
 SPAC Space Age Campers
 SPCE Space Assemblies, Inc., Middlebury, Ind.
 SPAE Space-Craft Trailers Mfg.
 CUSB Space Master (Mfd. by Custom Bond Mfg. Co.)
 SPAH Sparrowhawk Trailer Co.
 SPAT Spartan Aircraft Co.
 SPPR Spartan Products, West St. Paul, Minn.
 SPEA Spears, Marvin A., Co.
 SPEL Special Endeavors, Inc., Omaha, Nebraska
 SPEM Specialty Mfg. Co., Red Bay, Alabama
 SPEE Speedway Trailer Div., Dunphy Boat Corp.
 SPEP Spencer Sports Products
 SPEN Spen & Co.
 NEWH Sperry New Holland
 SPOK Spokane Travel Homes
 SPOC Sportcoach Corporation of America
 SPOM Sportcraft Homes, Inc.
 SPON Sport King Campers
 SPTL Sportliner Camping Trailer
 SPLT Sportliner Tent Trailer
 SPRM Sportmasters of Tennessee, Inc.
 SPMN Sportsman
 SPOS Sportsman's Dream Mfg. Co.
 SPRA Sprayline Two Wheel Trailer
 SPRS Spreuer and Son, Inc., LaGrange, Indiana
 SPRN Springtrail Mfg. Co., Springfield, MO
 SPRI Sprite
 SPRO Sprout, Waldron & Co., Inc.
 SQUI Squire Travel Trailer
 SSTL S S Trailer Co., Aberdeen, Mississippi
 STAC Stack Truck, Inc.
 STAG Stage Coach Mfg. Co.
 STAF Stam Mfg. Co.
 STAN Standard
 STAD Standard Steel
 STRB Starbuck Trailer
 SARC Starcraft Mfg. Co.
 SCTI Star Custom Trailers, Inc., Lebanon, Tennessee
 STRD Stardust Travel Trailer
 STAS Star Fire, Inc.
 STRK Stark Bros. Motor Sales, Phillips, Wisc.
 STRL Starline Trailer Mfg. Co.
 STAV Starlite Mfg. Co.
 STAA Star Machine Shop Co., Ltd.
 STAM Starmaster Camping Trailer
 STAW Star Meteor Florida, Division Divco-Wayne Industries
 STAX Star Mobile Homes
 STAP Star Tank & Trailer Mfg. Co.
 STRK Star Trail (Mfd. by Stark Bros. Motor Sales)
 STTT Star Transport Trailers, Inc.
 BEDX Statesman Mobile Home, Mfd. by Bendix Corp.
 STAL Statler Homes Mfg.

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<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
GUER	Statler Mobile Home Trailer (Mfd. by Guerdon Industries)
SAIC	St. Clair Custom Built
STEA	Steadman Containers, Ltd.
STEC	Steco Trailer Co.
STEE	Steed-Pollak Mfg. Co.
STEO	Steelco, Inc., Alta Loma, Texas
STCR	Steelcraft Log Trailer
STEP	Stepper Trailer
STLN	Sterline Flatbed Trailer
STEM	Sterling, Sterling-Salem Corp.
STEU	Steury Trailer
STET	Stewart, Inc.
STEG	Stew-Gar, Inc.
STID	Stidham Horse Trailer
STLO	Stilo Trailer
SAIJ	St. Joseph Marine Trailer
STOC	Stockland
STOD	Stoddard Mfg. Co., Waterloo, Iowa
STOT	Stoner Totter Trailer
STON	Stoner Trail
STOP	Stopover Traveler & Camper Co.
STOU	Stoughton Trailers, Inc.
TRVO	Stow and Go (Mfd. by TRV Corp.)
STRC	Strahan Mfg. Co.
STRE	Streamline Trailer Co.
STRI	Strick Trailers Corporation
LICH	Strongboy (Mfd. by Lichty's Blacksmithing, Inc.)
STUA	Stuart
STCC	Stucco Trailer
WICH	Style-Craft Mobile Homes (Mfd. by Wickes Homes)
SUBT	Suburban Motors, Inc.
SUMT	Summitt Trailer
SNBT	Sun Belt Energy Housing, Inc., Haleyville, AL
SNBR	Sunbird, Inc., North Carolina
SUBL	Sun Blazer Travel Trailer
SUNR	Sun Chaser (Mfd. by Sun Recreational Industries, Ltd.)
SUNV	Sun Devil Trailers, Inc. (boat trailers--Tulsa, Oklahoma)
HAIR	Sundowner (Mfd. by Hairgrove Industries, Inc.)
SUNW	Sundowner Trailer Co., Coleman, Oklahoma
SNFL	Sunflower Travel Trailer
SUNH	Sunhome Mfg.
SUNO	Sunline Coach Co.
SNLT	Sun-Lite, Inc., Bristol, Indiana
GERR	Sunny Brook (Mfd. by Gerring Industries)
GARP	Sunrader (travel trailers--mfd. by Gardner-Pacific-Sunrader, Inc.)
WILM	Sun-Ray (Mfd. by Wilson Trailer Mart)
SUNR	Sun Recreational Industries, Ltd., Englewood, Colorado
MIDL	Sunrise Park Mobile Homes (Mfd. by Midland Industries, Inc.)
SUNI	Sunset Mobile Homes
SUNT	Sunset Travelers

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
SUNS	Sunshine Homes, Red Bay, Alabama
SUNL	Sun State Mobile Homes
SUNN	Sun Valley
DSSC	Super Cooker (Mfd. by Deep South Sales Co.)
MORT	Super Goose (Mfd. by Moritz, Inc.)
SUPI	Superior Ideal, Inc., Oskaloosa, IA
SPRR	Superior Office Trailer
SUPR	Superior Trailer Works, Los Angeles, CA
STMC	Supertrail Mfg. Co., Inc., Aberdeen, MS
SUPM	Supreme Industries, Inc., Louisville, TN
SURE	Sureload
AGTR	Sure-Weigh (Mfd. by Ag-Tronic, Inc.)
SURF	Surf-Rider, Inc.
CARH	Surry Mobile Homes (Mfd. by Cardinal Homes, Inc.)
SUSQ	Susquehanna - Santee Boat Works, Inc., (Boat Trailers), Willow Street, PA
CONC	Suwanee Mobile Homes (Mfd. by Concord Mobile Homes)
SWAN	Swanee Trailer Mfg. Co.
SWAE	Swan Industries
SWNS	Swanson Tilt Trailer
SWEM	Sweetwater Metal Products Co., Inc., Sweetwater, Tennessee
HERR	Swift Haven Mobile Homes (Mfd. by Herrli Industries)
SWNG	Swinger Camper Mobile Home
SWIS	Swiss Colony Travelers, Inc., Division Herrli Industries
SYCA	Sycamore Mobile Homes
SYLV	Sylvan Double Snowmobile Trailer
LIBH	Sylvan Mobile Homes (Mfd. by Liberty Homes, Inc.)
TACO	Tacoma Trailer
TAGA	Tag-A-Long Trailers
TAHI	Tahiti Ski Trailers
TAIL	Tailor Maid Industries
TALB	Talbert Mfg. Co.
TCI	Talbot-Carlson, Inc., Audubon, Iowa
TAND	Tanden Boat Trailer
TANO	Tandom Boat Trailer
TANK	Tankraft Trailer
TANN	Tannehill Trailer
TARA	Tara Products, Inc., White Pigeon, Mich.
TARG	Target Coach Mfg. Co., Division Central Builders Supply
TART	Tartan Corp., Division American Duralite Corporation
TAUB	Taube Tool Corp. (Mfd. Taube N Taube Trailer, Richmond, Indiana)
FTWD	Taurus (Mfd. by Fleetwood Entp.)
TAWA	Tawas Trailers, Inc.
TAIM	Taylor Metal Works, Inc., Milan, TN
TAYL	Taylor Mobile Homes, Division Troy Lumber Company
TBCT	TBC
TCI	TCI (Talbot-Carlson, Inc.)
TEAR	Tear Drop, Inc.

Illinois LEADS Reference Manual

VEHICLES (6)

TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
TEC	TEC
TEEN	Tee Nee Trailer Co.
TEJA	Tejas Trailers, Inc., Belleville, Texas
TELS	Tel Star Trailers
TEMK	Tem Ken Trailers Mfg.
TEPE	Tempe Trailers
TENN	Tennessee Trailer
TERA	Terra Cruiser Division, Divco-Wayne Industries
TERF	Terra-Marina Mfg. Co.
TERS	Terry Industries of Virginia
FTWD	Terry Travel Trailer (Mfd. by Fleetwood)
TESC	T.E.S. (Truck Equipment & Sales Co.)
TETO	Teton Travel Trailer
TEXA	Texan Trailer Mfg. Co.
TEXK	Texarkana Division, Divco-Wayne Indus.
TEXS	Texas Bragg
LITD	Texas Royal Boat Trailer
TEXL	Tex Willett Co.
THAT	Thatcher, Joseph
OFFI	The Officer, Elkhart, Indiana
THEU	Theurer Atlantic, Inc. ("Theurer" Trailers)
THIL	Thiele, Inc.
THIE	Thiermann Utility Equipment Div. Milwaukee, Wisconsin
THIM	Thimsen Mfg. Co.
THOM	Thomas & Co.
THOA	Thomas Mfg.
THMP	Thompson Concrete Pump Trailer
THON	Thorns Trailer
THOR	Thoroughbred Boat Trailer
THRC	Three C's, Inc.
THRE	Three-Dimensional Mobiles
THRM	Three-Way Campers Mfg.
THUN	Thunderbird Castles, Division Thunderbird Products
THBT	Thunderbolt Trailer
TIAR	Tiara Industries
TIBR	Ti-Brook, Inc.
TOWN	Ticonderoga Mobile Homes (Mfd. by Town & Country Mfg.)
TIDE	Tide Craft, Inc., Minden, Louisiana
TIDW	Tidwell Industries, Inc., Haleyville, AL
MOHO	Tiffany Mobile Home (Mfd. by Mobile Home Industries, Inc.)
TGRL	Tigerline Trailer
TIGE	Tiger Trailer
TILT	Tilton-Hilton
MAGL	Tiltster (Mfd. by Magline, Inc.)
TIMB	Timberline Mfg. Co.
TMBW	Timberwolf, Elkhart, IN
MELO	Timco (Mfd. by Melody Home Mfg. Co.)
TIME	Time Out (See T. O. Corp.)
TIMK	Timken Bearing Boat Trailer
TIMP	Timpte, Inc.
TINK	Tinker Clubs of America, Inc.
TITA	Titan Trailer Corp., Division Concord Mobile Homes
TITL	Titleist Travel Trailer
TANM	T & M Enterprises, Cookeville, TX

<u>VMA</u>	<u>Make of TRAILER & TRUCK-MOUNT CAMPER</u>
TMTL	TM Trailer
TIME	T. O. Corp., Elkhart, Indiana
TODC	Todco
TODD	Toddy Custom Built Trailers, Bradford, AZ
TOKE	Token Flatbed Trailer
TONC	Tonco Lowboy Trailer
SUNS	Topaz Star (Mfd. by Sunshine Homes)
TOPC	Top Campers
TOPK	Top Kat
TOPP	Topper Mobile Homes, Inc.
TORC	Torch Industries, Elkhart, IN
SPOM	Toronado (Mfd. by Sportcraft Homes, Inc.)
TOTC	Tote Co., Lenox, Iowa
TOTE	Totemall (Mfd. by Birmingham Mfg. Co.)
TOTA	Totem Total Trailer
TOUA	Toura Products
TOHO	Tourhome Camper Trailer
TOUR	Tourite Mobile Homes Mfg.
AJIN	Tow-A-Lite (Mfd. by A & J Industries)
TOGO	Tow Go Trailers, Tonganoxie, KS
TOWL	Tow Low
TOWR	Towmaster
TOWD	Tow Mor Products, Canon, Georgia
TOWN	Town & Country Mfg.
TOWC	Towncrier Camper
TOWP	Tow Pro, Inc., McKinney, TX
TOYO	Toyocar Van Container Trailer
TACR	Tracer Horse Trailer
TRCC	Tracker Corp. (boat trailers--Winchester, Tennessee)
TRKM	Tracker Marine, Inc., Nixa, MO
TRCP	Tracpac Snowmobile Trailer
TRAA	Trader Horn Trailer Supply
TQAA	Tradewind Industries, Inc. (Formerly J.H. Holland Co.)
TRAC	Trail Aire, Inc.
TRBL	Trailblazer Trailer
TRBO	Trailboss House Trailer
TRAD	Trail Car Boat Trailer
TRLC	Trailco Mfg. & Sales Co., Division of Dorsey Trailers
TRAG	Trailco-Norwin
TRCF	Trailcraft Boat Trailer
TRLE	Trail-Easy Travel Trailer
TRCO	Trailer Coach Metal Spec., Vancouver, WA
TRRT	Trailerette Trailer
TRLN	Trailers, Inc., Midway, Arkansas
TRFR	Trailer Wheel and Frame Co., Bellville, Texas
TRET	Trail-Et Horse Trailer
TRVR	Trailvator Box Trailer
TRAI	Traillex, Inc.
DAKO	Trail-Eze (Mfd. by Dakota Mfg. Co., Inc.)
HILT	Trailflex (Mfd. by Hilltop Mfg., Inc.)
TRAE	Trail Haven Division
TRAJ	Trail-It Coach Mfg. Co.
TLTR	Trailite Trailer
TRLI	Trail It Horse Trailer

TRAILERS & TRUCK-MOUNT CAMPERS

TRAILERS & TRUCK-MOUNT CAMPERS

Illinois LEADS Reference Manual

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TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
TRLK	Trail King Industries, Div. W.A.S., Inc., Mitchell, South Dakota
TRKG	Trail King Travel Trailer
TRAF	Trailmaster Tanks, Inc.
TRLM	Trail Master Trailers, Inc., Coleman, OK
TRIA	Trail Mate Trailer Co., Bellingham, WA Washington
TRIM	Trailmobile (Mfd. by Pullman Trailmobile)
TRIL	Trail-O-Matic Trailer
TRAK	Trailorama
TRAL	Trail-Or-Floats
TRAH	Trail-R-Craft, Inc, Wichita, Kansas (formerly Art-Roll Mfg., Inc.)
TRRI	Trailrite Trailer
TRST	Trail Star Tent Trailer
TRST	Trailstar Travel Trailer
TRAM	Trail-Wide Corp.
TRBF	Trainliner
TRMC	Tramco, Inc., Liquid propane gas transport
TRPR	Tramper Travel Trailer
TRAN	Trans Canada Rent-A-Trailer System
TNSC	Transco Trailer
TRAO	Transcraft Corp.
TRBE	Transfer
TRAP	Transit
TRNS	Transliner Insulated Tank Trailer
TRSM	Transmobile Trailer
TRAQ	Transporter, American Trailer & Mfg. Co.
TTSI	Transport Systems, Inc., Denton, Texas
TTTI	Transport Trailers, Inc., Cedar Rapids
CHAM	Tran Star (Mfd. by Champion Home Builders Co.)
TTTR	Trans-Trail Trailer
TRAR	Transvair
CHAM	Trans Van (Mfd. by Champion Home Builders)
TRVC	Travco Corp.
TRAW	Travelaire Trailer Mfg.
TBC	Travel Cruiser
TRAS	Travel Equipment Corp.
TRMI	Traveler Mfg., Inc., Concordia, Missouri
TRVE	Traveleze Industries, Inc.
TRVL	Travel Home, Inc.
TRAU	Travel Industries
TRTT	Traveliner Travel Trailer
PHIM	Travel-lite Campers (Mfd. by Phillips Mfg. Co., Inc.)
TRLO	Travel Long, Inc., Waterville, KS
TRAY	Travelmaster, Inc.
TMTR	Travel Mate Trailer
TRHM	Travelo Homes Co., Div. Saginaw Products
TRAZ	Travelpak Car Topper Sales
TRQU	Travel Queen Coaches
TRWD	Travel World, Inc., (utility trailers), Hope Mill, NC
TRBA	Travette Mfg.
TRVS	Travis Trailer
TRBB	Trav-L-Homes

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
TRBD	Travois Trailer Co.
TRBC	Trav Otel Industries
TXTT	Traxcavator Tract
TREA	Treasure Chest Products
TREK	Trek, Inc., Elkhart, Indiana
TREC	Trevco Enterprises
TRTL	Triad Trailers Ltd., New Milford, Conn.
TIK	Triangle-K Trailer Co., Drumright, Okla.
LONF	Triax Tube (boat trailers--formerly F. A. Long Co.)
TRIG	Triggs-Miner Corp.
TLMC	Tri-Lakes Mfg. Co., Inc., Springfield, MO
TRLL	Trillium Trailer
TRIN	Trinity Products
TRSY	Tri-Pak Systems Co., Louisville, Kentucky
TRIB	Triple B Mfg. Co., Inc., Mascoutah, IL
TRIP	Triple R Trailer, Stockton, Missouri
BAIL	Tri-R (Mfd. by Baillie's Tri-R Welding)
TRIT	Tri-Star Corp.
TIST	Tri-State Homes, Inc.
LELA	Tri-Trak (Mfd. by Leland Engineering)
TRIS	Triumph Sales & Service
TRIV	Trivellato
TRI	Tri-Way HD Snowmobile Trailer
TRIW	Tri-Way Trailer
TROJ	Trojan (Horse Trailers)
TROH	Trojan Homes
TROM	Trombly Woodworking Co.
TROQ	Trophy Travel Trailer
TROP	Tropicana Mfg. Co.
TROT	Trotwood Trailer
TROX	Troxell Trailer Mfg., Ft. Worth, TX
TROU	Troy Industries
TROY	Troyler Corp.
TRUE	Truck Equipment Service Co.
VWTC	Truckin Trailer (Mfd. by V.W.T. Corp.)
TRTR	Truck & Trailer Equipment Co. ("Emjay" Trailers)
HKEG	Truck Trailer Sales & Service, Inc., Yankton, SD
TRUC	Truco
TRUT	Tru-Trailer Co.
TRVO	TRV Corp., White Pigeon, Michigan
TTMC	T. & T. Industries, Edgerton, Minn.
TUCE	Tucker, Al, Trailer Co.
TUCR	Tucker-Sno-Cat Corp., Medford, Oregon
TUFB	Tufby Converter Dolly
TUFC	Tuff Cat Trailers, Inc., Tekonsha, Mich.
TUFN	Tuff-n-lite
TUFT	Tuff Thom Trailers, Inc., Brunswick, GA
TUFF	Tuffy
TUKA	Tuk-A-Way-Trailer
CLIH	Turn-A-Port (Mfd. by Cliff Hall, Inc.)
TUBO	Turnbow Trailer
GATP	Turtle (boat trailers--mfd. by Gator Products, Inc.)
MARA	Twain, Mark, Mfg.
TWEN	Twentieth Century Mfg. Co., or 20th Century Mfg. Co.
TRFR	TWF (Mfd. by Trail Frame Co.)

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VMO IS TL

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

TWIL Twilight Coach Mfg.
 TWIT Twilite Mobile Home Mfg.
 TWIC Twin City Racing, Savage, Minnesota
 TWIG Twin Grove Mfg., Inc., Verona, Wisconsin
 GUER Twin Lakes (Mobile home, mfd. by Guerdon Industries)
 TWIN Twin Trailer
 TYBE Tybex Corp., Bangor, Pennsylvania & Belvidere, New Jersey
 TYLE Tyler Coach Mfg.
 TYSO Tyson Skylark Trailer

 UHAU U-Haul Co, Division Parkhurst Manufacturing Company
 ULTR Ultra, Inc.
 FOUT Ultra-Lite (Mfd. by Four State Industries, Inc.)
 UNIA Union Machine & Tool Works
 UNID United Fiberglass
 UNIE United Mfg. Co.
 UNIL United Mobile Sales
 UNIM United States Aluminum Co.
 UNIO United States Mobile Homes
 UNIS United States Mobile Homes (Florida)
 UNIT United Trailer Service & Supply Co.
 UNIV Universal Camper Mfg.
 UNIR Universal Tractor Foreign Trade Co.
 UNII Univision Industries, Ltd.
 TRLR (unlisted manufacturer)
 UNVE Unverferth-McCurdy Mfg. Co.
 URIL Urili Flatbed Trailer
 USAV U-Save Trailers, Pomona, California
 UTHM Utah Mobile Homes
 UTE Ute Trailer
 UTIL Utility Trailer Mfg. Co. ("Utility" Trailers)
 UTOP Utopia Coach Corp.
 TINK U-Totem (Mfd. by Tinker Clubs of America, Inc.)

 VCAT Vacationeer Trail Trailer
 VACA Vacation Homes
 VACD Vacation Industries
 VACG Vacation Wagon, Inc.
 VADA Vada Open Top Cattle Trailer
 VADO Vador
 VAGA Vagabond, Division Guerdon Industries
 VALA Valiant Mobile Homes
 VALC Valley Campers
 VALL Valley Foundry & Machine Works
 VALY Valley Trailers, Cynthiana, OH
 VANA Van Art, Inc.
 VANB Van Bibber Enterprises
 VANC Van Camp Equipment
 VANO Van Car Corp.
 VANP Vance Campers, Inc.
 VANR Van Guard Trailer, Ltd.
 VANS Vanson Boat Trailer
 VAQU Vaquero Trailer

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

MRIO Vault Carrier (Mfd. by Marion Trailer Sales)
 FLIN Vega Mobile Home (Mfd. by Flintstone Industries)
 VEGA Vegas Mfg. Co.
 VW Veenema & Wiegers, Inc. ("V & W" Trailers)
 VENT Ventoura Corp.
 VNTU Ventura Tent Camper
 VENC Venus Coaches
 VERN Vermeer Mfg. Co., Inc.
 VRMO Vermont Traveler
 VRSA Versa Two Wheel Trailer
 VERT Vertex
 VESE Vesely Co.
 VET Vet Boat Trailer
 VICH Victorian Homes, Inc., Middlebury, IN
 VICR Victor Mobile Homes, Div. DeRose Industries
 VICO Victory Implement Co.
 VIKI Viking
 FAIH Village Green (Mfd. by Fairmont Homes, Inc.)
 MIDL Village Park Mobile Homes (Mfd. by Midland Industries, Inc.)
 VLLA Villager Travel Trailer
 MOSE Vim Trailer Mfg., Inc. ("Vim" Trailers)
 VIND Vindale Corp.
 VINT Vintage Homes
 VIRG Virginia Mobile Homes Industries
 VIRI Virginian Coach Camper Corp.
 VISC Viscount Trailers
 VSTA Vista Custom Trailer, Jane, MO
 VIST Vista Liner Coach & Trailer
 VISQ Vista Queen Trailer
 VITO Vito Mfg. Co., Hazelton, PA
 VIVI Vivian Indus. Plastics, Vivian, LA
 VM VM Boat Trailer
 VOLU Volunteer Mfg. Corp.
 VOUG Vought Industries
 VULC Vulcan Trailer Mfg.
 VW V & W (Veenema & Wiegers, Inc.)
 VWTC V.W.T. Corp. Wolcott, CT

 WAGC Wago Campers
 WAGO Wagon-Haven, Inc.
 WAGM Wagon Master Trailer
 WAGT Wagon Train, Inc.
 REDM Walden Mobile Homes (Mfd. by Redman Homes)
 WALR Walker Mobile Homes
 WALK Walker Stainless Equipment Co.
 WALE Walker Tractor Mfg.
 WALM Wallstrom Boat Trailer
 WALL Wallstrong Boat Trailer
 WALH Walsh Body & Trailer
 GATE Walter C. Gates
 WATR Walter Products & Engineering Co.
 RAND Walter Randall
 WANA Wanamaker Trailer

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TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
WAND	Wanderer Camper
WANE	Wa-Nee Homes Corp.
WARD	Ward Industries
WARH	Warhawk Mfg. Co.
WARR	Warrenville Trailer Mfg., Inc., Warrenville, IL
WARM	Warrior Manufacturer, Henderson, TX
WATS	Watson Industries
WTCI	Watson Tractor Co., Inc., Danielsville, GA
WATT	Watt Camper
WAST	Waverly Structurers, North Carolina
WAYF	Wayfarer Coach Mfg., Division St. Paul Fence & Iron Works
WAYM	Waymatic Welding & Fabricating Co., Fulton, KY
WAYS	Wayside Campers
WCMS	W.C. Manufacturing & Speciality Co.
WEAV	Weaver & Sons, Division Ventoura Corp.
WEBE	Weber
WEDG	Wedgewood Homes
WEEK	Week-N-Der Pickup Camper, Division Skyline Homes
WEER	Weeres Trailer
WELC	Welch Mfg. & Engineering Co.
WELD	Weld-It
WELL	Wells Cargo, Inc.
WEMA	WeMac Mfg. Co., North Kansas City, MO
SEAW	Wendell Sears
WERG	Wenger Mfg.
OWEN	Wens Car Trailer
WERN	Werner, Siegmund
WERT	Werts Bilt (Mfd. by Werts Welding Service)
WERT	Werts Welding Service, Wood River, IL
WTTS	Wesco Truck & Trailer Sales
WTKI	Westank Industries, Inc.
WESC	West Coach Mfg. Co.
WESE	Western
WESH	Western Coach Corp.
WESI	Western Dynamics Corp.
TIDW	Western Mansion (Mfd. by Tidwell Industries, Inc.)
WESL	Western Trailer Coach
WTWI	Western Trailer Works, Inc. (Mfrs. horse and stock trailers--Caldwell, Idaho)
WWEK	Westerwalder Eisenwerk
FTWD	West Field (Mfd. by Fleetwood Entp.)
WESM	Westholt Mfg.
WESN	Westinghouse Equipped Mobile Homes
JTIL	Westlake (Mfd. by J. T. Ind., Ltd.)
WESR	Westland Trailer Co. ("Westland" Trailers)
WESS	Westward Coach Mfg.
WEST	Westways Mfg.
WESD	West Wind Trailer Co.
LACY	W. F. Lacey & Sons
WFMI	W. F. Mickey Body Co., Inc.
WHEL	Wheel Campers Corp.
WHLE	Wheeler Truck Trailer, Morley, Missouri

VMA	Make of TRAILER & TRUCK-MOUNT CAMPER
WHHA	Whitehaul Kaler Trailer
WHKA	Whitehead & Kales
WHIE	White Line Mfg. & Dist. Co.
WHIT	White Motor Corp.
WHIA	White Star Trailer
WHIY	Whitley Mfg. Co.
WICH	Wickes Homes
WICK	Wicks Engineering & Construction Co.
HOLR	Wide World (travel trailers--mfd. by Holiday Rambler Corp.)
WIGA	Wig-A-Wam, Inc.
WILD	Wildcat Travel Trailers
FTWD	Wilderness (Mfd. by Fleetwood Entp.)
WILR	Willborn Brothers
WILC	Will Craft Camper Trailer
TEXL	Willett, Tex, Co.
WICT	Williams Craft, Inc.
WILW	Williamsen Truck Equipment Corp. ("Williamsen Dump & Special Trailer")
WILA	Willmar Manufacturing (VMA was WILL), Willmar, Minnesota
WILZ	Wilray Manufacturing, Ft. Benton, MT
WILO	Wil-Ro, Inc., Gallatin, Tennessee
WILX	Wilson Trailer Co., Inc. ("Wilson" Trailers)
WILM	Wilson Trailer Mart, Hawley, Texas
WILY	Wil-Trail Corp.
WIND	Windsor Mobile Homes (VMA was WINS)
WINE	Windward Enterprises
WING	Winger Mfg. Co.
WINN	Winnebago Industries, Inc.
WINP	Winpower Corp.
WINI	Winston Industries (mobile homes--Double Springs, Alabama)
WINT	Winter Weiss Co.
WISO	Wisconsin Homes, Inc, Marshfield, Wisc.
WITA	Wisconsin Tag-A-Long Trailer
WISC	Wisconsin Trailer
WISG	Wise-Craft Mfg.
WISD	Wise Welding, Inc.
WISH	Wishbone Trailers, Inc., Hot Springs, AR
WIZA	Wizard
WOLF	Wolfe, G. T., Mobile Homes
WOLM	Wolfe Mfg. Co.
WOLV	Wolverine Camper
WOND	Wonder Land Camper
WSBT	Wonder State Boat Trailer
BRIO	Woodbrook (Mfd. by Bristol Homes)
GUER	Woodhaven (Mfd. by Guerdon Ind., Inc.)
WOOA	Woodland Camper Co.
WOON	Woodline Custom Camper
WOOM	Wood Mfg. Co., Inc.
LAWC	Woods, L. A. and Co., Inc., Lawrenceville, Illinois
WOOS	Woodsmen Campers
WORH	Work Horse Mfg.
WORK	Work-N-Play
WRLD	World Trailers, Inc., Ocala, FL
WORL	World Wide Industries
WORR	Worrell Trailer Mfg.

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TRAILER & TRUCK-MOUNT CAMPER VMA and VMO Codes by Make

VMO IS TL

VMA Make of TRAILER & TRUCK-MOUNT CAMPER

WRAN Wrangler Recreational Products, Florence,
Alabama
WRAG Wrangler Trailers
WRIH Wright Brothers, Inc., Cincinnati, Ohio
WRIG Wright Industries, Inc., Verona, Miss.
WTCI W.T.C. (Mfd. by Watson Tractor Co., Inc.)
WW W-W Trailers (Stock Trailers)
WWWH W & W White Horse Trailer
WYDR Wydro, John T.
WYFR Wy Frame Corp., Elkhart, Indiana
WYLI Wylie Mfg. Co., Subsidiary E. D. Etnyre
& Co., Oregon, Illinois
WYNN Wynn Trailer Works

XPLO Xplorer Enterprises of Constantine
XTRA X-Tra Camper Co.
XPLO Xtra Room (Mfd. by Xplorer Enterprises)
RLAC RTZ Horse Trailer (Mfd. by R. L. Allen
Company, Inc.)
XYZ XYZ Trailer

YACH Yacht Club
YADR Yadro Trailers, Milwaukee, Wisconsin
YAMP Yampa Coach Mfg.
YAGE Yanger Mobile Homes
YARB Yarbrough Mfg. Co., Inc., Arlington, TX
YAZO Yazoo Mfg. Co., Inc.
YELL Yellowstone, Inc.
YORK York Trailer
MARF You'll Haul It (Mfd. by Mark Fore Vatco
Industries)
YOUN Young Spring & Wire
YSOB Ysob Co.
YUCH Yuchi Mobile Homes
YUKO Yukon Delta
YWAA Y W

ZIEG Ziegler
ZIEM Zieman
ZIMM Zimmer Homes Corp.
ZIPP Zipper, Inc.
ZOLL Zollinger Trailer Co.

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VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: FELONIOUS VEHICLES
- B. TYPES INCLUDED: Includes any type of vehicle as defined in this chapter, from aircraft to dune buggy, which is believed to have been involved in the commission of a felony and which cannot be found.
- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEF	There are five message key suffixes or caution indicators which might be particularly useful in the case of felonious vehicles. See VEH-147 and -148.
VCO	Optional	VEH-151	Enter if available.
VYR	Required	VEH-153	
VMA	Required	VEH-43	Find TYPE OF VEHICLE and corresponding page # for DETAILS.
VMO	Optional	VEH-43	Find TYPE OF VEHICLE and corresponding page # for DETAILS.
VST	Optional*	VEH-43	Find TYPE OF VEHICLE and corresponding page # for DETAILS.
VIN	Optional**	VEH-158	
LIM	Optional	VEH-163	Not required even if LIS is 'IL'.
LIY	Optional	VEH-164	Enter if available.
LIS	Optional	VEH-165	Enter if available.
LIT	Optional	VEH-170	Enter if available.
LIC	Optional**	VEH-174	Enter if available.
MIS	Optional	VEH-176	Give some idea as to the felony involved.
SFA	Required	VEH-186	For felony vehicle entries, use location of felony
SST	Required	VEH-187	occurrence in address fields.
SFC	Required	VEH-188	

**Required only if VIN is entered.

**Either LIC or VIN must be entered. Enter both if available. (OAN is not allowed.)

- E. SAMPLE ENTER PROBLEM: The time is 9 AM and the date is October 6, 1991. You have just received a report of a bank robbery followed by a hit and run. The suspects left the scene at 12231 Home Avenue in Homeville in a blue over white 1977 Chevrolet hardtop with Illinois license plates KAT999. The right front side of the vehicle was damaged in the getaway. The occupants of the vehicle are believed to be armed and dangerous. If the vehicle is recovered, you want it held until fingerprints have been taken. Enter an appropriate record into LEADS and NCIC using as much of the given information as possible. Page VEH-43 (yellow card) indicates that the details for entering an AUTOMOBILE begin on VEH-45.

VEHICLES (6)

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

L EF-F TMP WANTED BANK ROBBERY HOMEVILLE
DOT 100691 VCO BLU/WHI VYR 77 VMA CHEV VMO VST HT
VIN OAN
LIM LIY LIS IL LIT PC LIC KAT999
MIS BANK ROBBERY AND HIT/RUN, DAMAGE RIGHT FRONT,
OTX/708-555-1212
SFA 12231 SST HOME AVE SFC HOMVILLE
OCA VC8901 ORA PD HOMVILLE IL ENT KAT OPR AV

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VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: SNOWMOBILES
- B. TYPES INCLUDED: Includes only snowmobiles.
- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See VEH-147 and -148 for suffixes (caution indicators).
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	SNOW	Always enter 'SNOW'.
VMO	Required	VEH-127	
VST	Required	VEH-127	
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	Enter 'SN' for both Illinois-registered snowmobiles and for out-of-state ones, regardless of whether plates are issued.
LIC	Optional*	VEH-174	If registered in Illinois, enter the registration number displayed on the cowling. For other states, enter plate no. or registration no. if displayed on the outside of the snowmobile.
MIS	Required	VEH-176	First data item must be manufacturer's name followed by model name and/or number. If the snowmobile is homemade, include "VMA/HOMEMADE" in the MIS Field. If not homemade, DON'T ENTER the vehicle if the manufacturer's name cannot be determined.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Enter the serial number in the VIN Field, or enter the OAN in the OAN Field, and/or enter LIY, LIS, LIT, and LIC (all four).

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VEHICLES (6)

SNOWMOBILES (Continued)

E. SAMPLE ENTER PROBLEM: On December 25, 1991, a yellow over black Arctic Cat snowmobile, 1977 model with tracks and an open body, is stolen from 4327 West Flurry Lane, Chillville. The owner does not have a record of the VIN, but the Illinois registration number is IL1402R and expires September, 1992. Enter a record into LEADS and NCIC.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV TMP STOLEN CHILLVILLE
DOT 122591 VCO YEL/BLK VYR 77 VMA SNOW VMO TRA VST OP
VIN OAN
LIM 09 LIY 92 LIS IL LIT SN LIC IL402R
MIS ARCTIC CAT SNOWMOBILE OTX/708-555-1234

SFA 4327 SST WEST FLURRY LANE SFC CHILLVILLE
OCA 91-12873 ORA PD CHILLVILLE ENT KAT OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: There are no codes for specific makes. Always use 'SNOW'.

<u>VMO</u>	<u>SNOWMOBILE MODEL</u>
SKT	Skis and tracks
SKW	Skis and wheels
TRW	Tracks and wheels
TRA	Tracks only
WHE	Wheels only

H. STYLE CODES (VST):

<u>VST</u>	<u>SNOWMOBILE STYLE</u>
EB	Enclosed body, removable enclosure
EN	Enclosed body, nonremovable enclosure
OP	Open body

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: ALL-TERRAIN VEHICLES
- B. TYPES INCLUDED: An ATV is a vehicle that does not fit in any other category (e.g., the Construction Equipment category for bulldozers or the Motorcycle category for off-road dirt bikes) and is designed to be driven over rough, difficult terrain including snow, sand, mud, rocks, etc. Includes any 3-wheel motorcycle that is not "street legal". It should be noted that an ATV may be used for both recreational and work-related purposes.
- C. ENTRY REQUIREMENTS: As listed in Section V.A on pages VEH-33 and -34.

D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See Field Description, VEH-147 and -148, for suffixes.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	ATV	Must always be 'ATV'.
VMO	Required	VEH-129	
VST	Required	VEH-129	
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	AT or ZZ	If the vehicle has a license plate, enter 'AT' regardless of the kind of plate. If the vehicle has a registration number instead of a plate, enter 'ZZ'.
LIC	Optional*	VEH-174	Enter the license plate number or registration number. A registration number should be entered only in instances where the required place of display provides identification when viewed from the outside.
MIS	Required	VEH-176	First data items must be manufacturer's name, and model no. and/or model name. DON'T ENTER the vehicle if the manufacturer's name cannot be determined. A homemade ATV must be entered with "VMA/HOMEMADE" as the first item in the MIS Field followed by a brief description of the vehicle.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*An OAN, or VIN, and/or LIY, LIS, LIT, and LIC (all four) must be entered.
Enter data for all six if available.

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VEHICLES (6)

ALL-TERRAIN VEHICLES (Continued)

E. SAMPLE ENTER PROBLEM: A black, 1987 model, Argo brand, 8-wheel (no tracks), open body, all-terrain vehicle is reported stolen from 12102 Sand Lane, Dune City, on January 17, 1991. The VIN is 17A76B492. Enter the record.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV TMP STOLEN DUNE CITY
DOT 011791 VCO BLK VYR 87 VMA ATV VMO WHE VST OP
VIN 17A76B492 OAN
LIM LIY LIS LIT LIC
MIS ARGO-8 WHEELS, OTX/217-555-2673

SFA 12102 SST SAND LANE SFC DUNE CITY
OCA 21-C-479 ORA PD DUNE CITY ENT KAT OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: Make (VMA) is always 'ATV'.

VMO MODEL OF ALL-TERRAIN VEHICLE

TRW Tracks and Wheels
TRA Tracks only
WHE Wheels only

H. STYLE CODES (VST):

VST STYLE OF ALL-TERRAIN VEHICLE

EB Enclosed body, removable enclosure
EN Enclosed body, nonremovable enclosure
OP Open body

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: AIRCRAFT
- B. TYPES INCLUDED: Includes private, commercial, and military aircraft of all varieties including helicopters, gliders, and blimps.
- C. ENTRY REQUIREMENTS: As listed in Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See Field Description, VEH-147 and -148, for suffixes.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	Manufacturer's model year.
VMA	Required	AERO	Must always be 'AERO'.
VMO	Required	VEH-131	
VST	Required	VEH-131	
VIN	Optional*	VEH-158	Manufacturer's serial number for the aircraft, not the engine number.
OAN	Optional*	VEH-162	
LIM	Optional	VEH-163	
LIY	Optional*	ØØ	Most states including Illinois, require an annual registration fee. A sticker is applied to the tail section of the plane to show the year of expiration. However, the Federal Aviation Administration (FAA) issues only nonexpiring aircraft registration number certificates. Therefore, LIY for all U.S. civilian aircraft records must be coded ØØ.
LIS	Optional*	VEH-165	Enter 'US' for all aircraft registered in the United States. Enter 'CD' for all aircraft registered in Canada. Enter 'MM' for all aircraft registered in Mexico.
LIT	Optional*	VEH-170	Enter 'PP' for <u>civilian</u> aircraft designed and/or utilized primarily for transporting <u>passengers</u> whether <u>commercially</u> or <u>privately</u> operated. Enter 'NP' for <u>civilian</u> aircraft designed and/or utilized for purposes <u>other than</u> transporting <u>passengers</u> . Enter 'MY' for <u>any military aircraft</u> , regardless of design or primary use.
LIC	Optional*	VEH-174	Enter the Federal registration number as painted on rear fuselage or vertical portion of tail. First character must be 'N' for all civilian aircraft registered in the U.S.
MIS	Required	VEH-176	First data item must be manufacturer's name followed by model name & number. If the aircraft is homemade, include "VMA/HOMEMADE" in the MIS Field. If not homemade, DON'T ENTER the aircraft if the manufacturer's name cannot be determined.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Enter the serial number in the VIN Field, or enter the OAN in the OAN Field, and/or enter LIY, LIS, LIT, and LIC (all four).

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VEHICLES (6)

AIRCRAFT (Continued)

E. SAMPLE ENTER PROBLEM: On December 3 1991, a single-engine, 1986 propeller driven, yellow, Cessna Model 150 is stolen from Rural Route 1, Derby Road in Falcon, Illinois. The plane has registration number N9101D with current year registration fees paid for 1992. The plane's serial number is 15012345. Make an entry from the information provided.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
  L EV   TMP STOLEN FALCON
DOT 120391 VCO YEL      VYR 86  VMA AERO  VMO PRO  VST 1P
VIN 15012345          OAN
LIM    LIY 00  LIS US  LIT PP  LIC N9101D
MIS CESSNA MOD 150 OTX/708-555-7819

SFA RR1    SST DERBY ROAD      SFC FALCON
OCA 26-AIR-91  ORA PD FALCON IL      ENT KAT  OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: Make (VMA) is always 'AERO'.

VMO AIRCRAFT MODEL

```
BLM Blimp
SAL Glider or sailplane
HEL Helicopters and other rotor-wing or rotary-blade driven aircraft
      including autogyros
HOT Hot air balloon
JET Jet propelled aircraft externally identifiable by visible jet engine(s)
      and having no visible propeller(s)
PRO Propeller driven aircraft externally identifiable by visible propeller(s)
      including turboprop aircraft
PRO Turboprop having jet engine(s) but externally visible propeller(s)
ULT Ultralight including hang gliders and their powered counterparts
```

H. STYLE CODES (VST):

VST AIRCRAFT STYLE

```
BP  Blimp
HP  Helicopter
HA  Hot air balloon
1J  Jet, single-engine
2J  Jet, twin-engine
3J  Jet, tri-engine
MJ  Jet, 4 or more engines
```

VST AIRCRAFT STYLE

```
1P  Prop., single-engine
2P  Prop., twin-engine
3P  Prop., tri-engine
MP  Prop., 4 or more engines
SA  Sailplane or glider
UL  Ultralight
```


Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: U.S. GOVERNMENT, MILITARY, AND NATIONAL GUARD VEHICLES
- B. TYPES INCLUDED: Includes federal government vehicles of all types except aircraft. Military aircraft are treated the same as civilian aircraft (see page VEH-130).
- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See Field Description on page VEH-147 and -148 for suffixes.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	VEH-133	When make is known, use code from table for similar civilian vehicle. If make is unknown, use a substitute code from the list in paragraph G.
VMO	Optional	VEH-43	Find TYPE of VEHICLE and corresponding page # for DETAILS.
VST	Required	VEH-43	Use the code you would use for the identical or comparable civilian vehicle.
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	Optional	VEH-163	
LIY	Optional*	VEH-164	U.S. Government license plates and externally displayed registration numbers are non-expiring. Enter '00'.
LIS	Optional*	VEH-165	If plate has the inscription "U.S. Government", enter 'US'. Otherwise enter the code for the state of registration.
LIT	Optional*	VEH-170	Enter 'US' for non-military U.S. Government vehicle plates. Enter 'MV' for U.S. Military Vehicle plate or registration number.
LIC	Optional*	VEH-174	When no license plate is displayed, enter the externally displayed alpha/numeric registration number.
MIS	Required	VEH-176	
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

* Enter either the VIN or OAN and/or LIY, LIS, LIT, and LIC (all four).

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VEHICLES (6)

U.S. GOVERNMENT, MILITARY, AND NATIONAL GUARD VEHICLES (Continued)

E. SAMPLE ENTER PROBLEM: On November 9, 1991, the National Guard depot at 5020 Army Trail in Bristol, Illinois reported a dark green 88 Ford LTD stolen. The LTD, a 4-door hardtop, had U.S. Government license plate number 1754NG and a VIN of 1FABP7240KF143896. Enter the vehicle into LEADS and NCIC using as much of the given data as possible.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV TMP STOLEN BRISTOL
DOT 110991 VCO DGR VYR 88 VMA FORD VMO LTD VST 4T
VIN 1FABP7240KF143896 OAN
LIM LIY 00 LIS US LIT US LIC 1754NG
MIS NATIONAL GUARD OTX/708-555-4651

SFA 5020 SST ARMY TRAIL SFC BRISTOL
OCA 91-461 ORA PD BRISTOL IL ENT KAT OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: See the tables for Make and Model provided for privately-owned vehicles of similar style. If the manufacturer is unknown, use the substitute list below.

<u>VMA</u>	<u>SUBSTITUTE MAKE WHEN MANUFACTURER IS UNKNOWN</u>
USAF	U.S. Air Force
USA	U.S. Army
USCG	U.S. Coast Guard
USMC	U.S. Marine Corps
USN	U.S. Navy
AG--*	Air National Guard
AP--*	Civil Air Patrol (Auxiliary of USAF)
NG--*	National Guard

*Replace the two hyphens in the VMA with the two-letter code representing the state where the unit is based. For example, an Illinois National Guard vehicle of unknown make should be entered as 'NGIL' in the VMA Field.

H. STYLE CODES (VST): Turn to the Codes and Sample Enter for the vehicle category that covers the kind or type of vehicle you want to enter. See page VEH-43.

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VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: MOTORIZED GOLF CARTS, GO-CARTS & DUNE BUGGIES
- B. TYPES INCLUDED: Includes only motorized golf carts, go-carts and dune buggies.
- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEV	See the Field Description on page VEH-147 and -148.
VCO	Optional	VEH-151	
VYR	Required	VEH-153	
VMA	Required	SPEC	Always enter 'SPEC'.
VMO	Required		For motorized golf cart, always enter 'GOF'. For dune buggy, always enter 'DUN'. For go-cart, always enter 'GRT'.
VST	Required	VEH-135	
VIN	Optional*	VEH-158	
OAN	Optional*	VEH-162	
LIM	See Notes	VEH-163	Required if LIS is 'IL'.
LIY	Optional*	VEH-164	
LIS	Optional*	VEH-165	
LIT	Optional*	VEH-170	
LIC	Optional*	VEH-174	
MIS	Required	VEH-176	First data item must be the manufacturer's name, followed by model no. and/or model name. If home-made, indicate "VMA/HOMEMADE". If not homemade, DON'T ENTER the vehicle if the manufacturer's name cannot be determined.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

*Either VIN or OAN and/or LIY, LIS, LIT, and LIC (all four) must be entered. In cases where the golf cart, go-cart or dune buggy does not have to be registered or licensed, VIN must be entered.

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VEHICLES (6)

MOTORIZED GOLF CARTS, GO CARTS & DUNE BUGGIES (Continued)

E. SAMPLE ENTER PROBLEM: The merchant at Hi-Speed Racing has called to report the theft of a Universal Vehicle Company, Screamer Model 1988 go-cart. The serial number is 32554421. The go-cart has a completely open body. The date is August 8, 1991. Hi-Speed Racing is located at 16903 Fun Drive in Delmont, Illinois.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EV   TMP STOLEN DELMONT
DOT 080891 VCO      VYR 88  VMA SPEC  VMO GRT  VST OP
VIN 32554421      OAN
LIM    LIY    LIS    LIT    LIC
MIS UNIVERSAL VEHICLE CO, SCREAMER MODEL GO-CART
OTX/708-555-1234
SFA 16903  SST FUN DRIVE      SFC DELMONT
OCA 47-89-C  ORA PD DELMONT IL      ENT KAT  OPR AV
```

G. MAKE (VMA) & MODEL (VMO) CODES: Make is always coded 'SPEC'. VMO for golf carts is 'GOF', for go-carts is 'GRT' and for dune buggies is 'DUN'.

H. STYLE CODES (VST):

<u>VST</u>	<u>STYLE</u>
EB	Enclosed body, removable enclosure.
EN	Enclosed body, nonremovable enclosure.
OP	Open body.

Illinois LEADS Reference Manual

VEHICLES (6)

CODES & SAMPLE ENTER

- A. VEHICLE CATEGORY: VEHICLE PARTS
- B. TYPES INCLUDED: See the CATEGORY FIELD CODES TABLE on pages VEH-138 through -140. Look for the Category Name of the vehicle part that you wish to enter. If a vehicle part is not listed in this table, then it must be entered as an article in the Stolen Article File (Chapter 20). If the part appears in both lists, then you must determine which is the appropriate file in which to enter the record. If the part is attached or could be attached to a vehicle, then enter it in the Vehicle Parts File; if not, enter the record in the Article File.
- C. ENTRY REQUIREMENTS: See Section V.A on pages VEH-33 and -34.
- D. DATA FIELD REQUIREMENTS:

DATA FIELD	WHEN ENTERING	CODE/ PAGE #	N O T E S
MKE	Required	LEP	-P 'hold for fingerprints when found' may be added to the message key.
VCO	Not Used		
VYR	Optional	VEH-153	If entered in LEADS, use model year of vehicle. Will not appear in NCIC record.
VMA*	Required		Use code from make table for kind of vehicle from which the part was stolen. Use the generic code "PART" if VMA is not known with certain exceptions.**
VMO	Conditional		LEADS requires VMO if the part is a certificate and the VMA is 'CERF'. Otherwise, VMO is optional. Will not appear in NCIC record.
VST	Required	VEH-138	Use code from CATEGORY FIELD CODES TABLE.***
VIN	Conditional	VEH-158	Either a VIN or serial number must be entered in the VIN Field if there is no Owner-Applied Number in the OAN Field.
OAN	Conditional	VEH-162	Owner-Applied Number must be entered if there is no VIN or Serial Number in the VIN Field.
MIS	Required	VEH-176	Enter explicit descriptive data about the vehicle part.
SFA	Required	VEH-186	
SST	Required	VEH-187	
SFC	Required	VEH-188	

* NCIC refers to VMA as the BRA (Brand) when entering a vehicle part.

** 'PART' cannot be used in entries with Vehicle Style Codes CT and CF, EN and OB, or TN. Records with these codes may be entered with the existing generic codes CERF, ENGN, and TRMN, respectively. To enter boat engine makes, see the Boat Engine VMA Codes Table on page VEH-141.

*** NCIC refers to VST as the CAT (Category) when entering a vehicle part.

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VEHICLES (6)

VEHICLE PARTS (Continued)

E. SAMPLE ENTER PROBLEM: On September 10, 1991, you receive a report from the local Chevrolet dealer at 317 South Dirksen Parkway in Springfield. He is reporting that a 1982, 350 cubic inch V8 engine with Rochester quad carburetor has been stolen from the dealer service area. The serial number is 12S101414. The engine came from a Chevrolet pickup truck that was in the process of being restored. The engine was also engraved with the OAN of HOTROD5. Enter the engine into LEADS/NCIC.

F. SAMPLE FORMATTED ENTER (Call format with LFR.FEV.):

```
L EP TMP STOLEN SPRINGFIELD
DOT 091091 VCO VYR 82 VMA CHEV VMO VST EN
VIN 12S101414 OAN HOTROD5
LIM LIY LIS LIT LIC
MIS 350 V8 ROCHESTER QUAD CARB OXT/217-789-5555

SFA 317 SST SOUTH DIRKSEN PKWY SFC SPRINGFIELD
OCA 1201-N ORA PD SPRINGFIELD IL ENT KAT OPR AV
```

NOTE: VYR is shown in this example even though it will not be forwarded to NCIC.

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VEHICLES (6)

CATEGORY (CAT) FIELD CODES TABLE

<u>CATEGORY NAME</u>	<u>CODE</u>	<u>CATEGORY NAME</u>	<u>CODE</u>
Aerial Platform	AE	Crank Shaft	CW
Air Cleaner	AN	Crop or Field Torch	FC
Air Compressor	AI	Crusher/Pulverizer	CS
Air Propeller (Air Screw)	AP	Cultivator	CU
Air Spade	AS	Cutter, Rotary	MW
Alternator	AT		
Applicator	AL	Dashboard	DA
Asphalt Distributor	AD	Differential	DF
Auger	AU	Disk Harrow	DH
Automotive Part, Unpublished	AG	Distributor	DT
		Door	DO
Backhoe	BH	Dragline	DL
Bale/Bunk Feeder	BF	Drill (Rock)	DR
Bale Shredder	BS	Drive Shaft	DV
Batcher	BA	Duster	DU
Battery	BE		
Blade	BL	Earth Drill	AU
Blower	BW	Engine	EN
Boom	BO		
Brake	BQ	Fairing	FI
Broom, Power	SS	Fender	FN
Brush Chipper	BC	Fertilizer Spreader	FS
Bucket/Scoop	BU	Fiberglass Top	FG
Bucket Seat	BB	Field Chopper	FD
Bumper	BM	Fifth Wheel	FW
Bush Hog	MW	Flame Cultivator	FC
		Floor Plan	FZ
Cab (Non-ROPS)	CA	Flusher	FU
Cable Reel	CL	Fogger	FO
Cam	CC	Forks	FK
Camper	TM	Frame Rail Assembly	FM
Carburetor	CJ	Front Axle	FA
Certificate of Origin	CF	Front End	FX
(Vehicle & Boat Files)		Fuel Injection Pump	FP
Certificate of Title	CT		
(Vehicle & Boat Files)		Gear	GW
Cherry Picker	LF	Generator	GE
Clutch	CY	Grain Cleaner	GC
Combine	CQ	Grain Drill	GL
Compactor	TZ	Grain Dryer	GY
Concrete Pump	CP	Grass Seeder	GA
Convertible Top	CV	Grinder	GR
Conveyer/Elevator	CN		
Corn Picker	CI	Hammer	HM
Cotton Picker	CK	Harrow	HA
Cotton Stripper	CZ	Harvester	HV
Crane	CR	Hay Baler	HY
Crank Case	CX		

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VEHICLES (6)

CATEGORY (CAT) FIELD CODES TABLE (Continued)

<u>CATEGORY NAME</u>	<u>CODE</u>	<u>CATEGORY NAME</u>	<u>CODE</u>
Hay Conditioner	HC	Product Identification	PP
Hay Loader	HL	Number (PIN) Plate	
Head	HZ	Propellor	PO
Heater	HEH	Pump	PU
Hitch, Trailer	HH	Radiator	RT
Hoe, Rotary	HO	Rake	RK
Hoist	HI	Rear Axle	RA
Hood	HW	Rear End	RE
Hose Reel	HR	Refrigeration Unit	RF
Hubcap	HU	(for a Reefer)	
Hydraulic Dump	HD	Ripper	RI
Hydraulic Lift Gate	HG	Rock Picker	RP
		Roller	RO
Irrigation System	IS	Roll-Over Protective	RC
		Cab or Frame (ROPS)	
Kettle (Tar)	KE	Rotary Cutter	MW
		Rotary Hoe	HO
Land Leveler	LN	Row Marker	RM
Lawn Vacuum	LV		
Lift Boom (Personnel)	LF	Sail	SL
Lift Gate	LG	Sandblaster	SB
Lifters (Power)	TG	Saw	SZ
Loader	LD	Scarifier	SF
Log Arch	LA	Scraper	SC
Log Splitter	WS	Seat	SQ
		Shears	SE
Manifold	MN	Shipping Container	SP
Miner's Bit	AU	Shocks	SK
Mirror	MI	Shovel	SH
Mixer, Concrete/Cement	CM	Side Car	SX
Mower	MW	Snowblower/Snowthrower	SO
Mower - Conditioner,	MR	Sod Cutter	SD
Grass or Hay		Sprayer	SY
		Spreader	SR
Outboard Motor	OB	Springs	SG
Outdrive (includes jet	OD	Starter	SJ
pumps)		Stump Cutter/Remover	ST
		Swather	WN
Pan	PA	Sweeper	SS
Pavement Breaker	PB		
Paver Feeder	AD	Tamper	TZ
Planter	PT	Tank	TK
Platform Header	PF	Tines	FK
Plow	PL	Tire	TI
Posthole Digger	PH	Tongs	TG
Post/Pile Driver	PD	Transaxle	TX
		Transmission	TN

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VEHICLES (6)

CATEGORY (CAT) FIELD CODES TABLE (Continued)

<u>CATEGORY NAME</u>	<u>CODE</u>
Transplanter	TP
Tree Harvester	TA
Trencher	TH
Trunk Lid	TD
T-Top	TQ
Turbo Blower	TB
Turbo Charger	TU
Unpublished Category of Construction Equipment Component Part	CE
Unpublished Category of Farm/Garden Equipment Component Part	FE
Vehicle Gauge	VG
Vehicle Identification Number (VIN) Plate	VP
Vehicle Light (spotlight, foglight, etc.)	VL
Vehicle Rack (bike or luggage)	VR
Vehicle Sound Device (includes horn system, siren)	VS
Vehicle Tow Bar	VB
Weeder	WR
Wheel	WH
Welder	WE
Winch	WI
Windrower	WN
Wood Chipper	BC
Wood Splitter	WS

If a vehicle part is not listed in this table, then it must be entered as an article in the Stolen Article File. See Chapter 20.

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VEHICLES (6)

BOAT ENGINE VMA CODES TABLE

The following is a list of Boat Engine VMA Codes to be used when entering an outboard, outdrive unit, or air propeller as vehicle parts, using the CAT Codes OB, OD, or AP. If a manufacturer is not listed, you may use the generic code 'ENGN' or 'PART' in the VMA.

<u>MANUFACTURER</u>	<u>CODE</u>	<u>MANUFACTURER</u>	<u>CODE</u>
Air Turbine Propeller Co.	AIRT	Marine Drive System	MADS
American Honda Motor Co.	HOND	Mariner International Co.	MRNI
Aqua Bug International	AQUB	Martec Engineering Corp.	MAEN
Arctic Enterprises, Inc.	ARCT	McCullough Industries	MCCU
		Mercury Marine, Div. Of Brunswick Corp.	MRCM
Bay Marine & Propeller Co.	BAYM	Mercury Outboard, Div. Of Brunswick Corp.	MROB
Berkeley Pump Co.	BERE	Michigan Wheel, Div. of Dana Corp.	MICW
BMW Of North America	BMW		
British Seagull Co., Ltd.	BSEA	Mighty Mite Marine	MIMI
Brunswick Corp.	BRSW	Montgomery Wards	WARD
Buick Motors, Div. of Gen. Motors	BUIC	Motor Guide, Div. of Arnold Industries	MTRG
Byrd Industries	BYRD	MTU Of North America	MTUA
Caterpillar	CAT	Oldsmobile, Div. of G. M.	OLDS
Chevrolet, Div. of Gen. Motors	CHEV	OMC Drive System	OMCD
Chris Craft Corp.	CHRC	OMC Parts And Accessories	OMCP
Chrysler Outboard Corp.	CRYO	Onan Corp.	ONAN
Chrysler Corp. - Marine Div.	CHRM	Oscro Motors Corp.	OSCO
Clinton Engines Corp.	CLIT	Outboard Marine Corp.	OMC
Datsun Engine, Div. of Nissan	DATS	Pal Engineering, Ltd.	PLEN
Industrial Equipment Co.		Pathfinder Marine	PATF
Detroit Diesel Allison	DETR	Perkins Engines	PERK
Eaton Corp., Kenosha Div.	EATO	Renault USA, Inc.	RENA
E. H. Wachs Co., Marine Div.	EHWA		
Electric Outboard Motors	ELOM	SABB - Dreadnought	SABB
Eska Co.	ESKA	Scott Atwater Foundry	SCTA
Evinrude Motors	EVIN	Sears, Roebuck and Co.	SEAR
		Sterling Engine Co.	STLE
Ford Motor Co.	FORD	Stewart & Stevenson Services, Inc.	STWS
		Suzuki International	SUZI
General Motors Corp.	GMC		
		Thermo Electron Engine Corp.	THER
International Harvester	INTL		
Isuzu Diesel of North America	ISU	Universal Motors - Medalist	UNMM
J. C. Penney Co., Inc.	PENN	Volvo Penta of America	VOLP
Jeep Corp.	JPME		
J. H. Westerbeke Corp.	JHWE	Walter Machine Co.	WAMA
Johnson and Towers	JOTO	Warner Gear Co., Div. Of Borg-Warner Corp.	WARN
Johnson Outboard Motors	OMCJ	Western Auto Stores	WIZA
Johnston Propeller Works	JOPR		
		Yanmar Diesel Engine Co.	YANM
Kawasaki Motors Corp.	KAWK		
Kiehaefer Aero	KIEK		
Lehman Power Corp.	LEHM		

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VEHICLES (6)

VII. FIELD DESCRIPTIONS & CODES

The following pages provide a detailed description and specification for each of the 27 fields found in Vehicle File records and messages. A standard format is used to describe each field so that once you become familiar with the format, you can quickly locate specific information about any field.

This section also contains code tables for those fields such as VCO, LIS and LIT which use the same codes regardless of vehicle type. The codes are included as part of the corresponding Field Description.

The next page is a summary of the 27 fields and serves as an index for the detailed descriptions which follow.

It is recommended that every LEADS terminal operator become familiar with the summary on the next page and the general layout of the Field Descriptions.

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VEHICLE FILE DATA FIELD SUMMARY / INDEX

A.	B.	X. VEH- PAGE #	Y. VEH- PAGE #	C. NO. OF POSITIONS (LENGTH)	D. CHAR- ACTER TYPES*	E. USED WITH INQ.?	G.1	G.2	G.3	H.
FIELD NAME	CODE	DETAILS	CODES				ADD	CHANGE	DELETE	ENTER?
Message Key	MKE	145, 146	147, 148	3-5	C	Yes		No		Yes
Temporary Info. for Enter	TMP	149		to 50	L,N,P	No				No
Date of Theft/Tow/Felony	DOT	150		6	N	No		Yes	No	Yes
Vehicle Color(s)	VCO	151	151	3,7	C	No	Yes	Yes	Yes	No
Vehicle Model Year	VYR	153		2	N	No	Varies	Varies	Varies	Varies
Vehicle Make/Manufacturer	VMA	154	154	2,3,4	C	No		Yes	No	Yes
Vehicle Model	VMO	155	156	2,3	C	No	Yes	Yes	Yes	Varies
Vehicle Body Style	VST	157		2	C	No	Varies	Varies	Varies	Varies
Vehicle Identification Number	VIN	158		to 20	L,N	Yes	Yes	Yes	No	Varies
Owner-Applied Number	OAN	162		to 20	L,N	Yes	Yes	Yes	No	Varies
License Expiration Month	LIM	163		2	N	No	Yes	Yes	Yes	Varies
License Expiration Year	LIY	164		2	N	Yes	Yes	Yes	Yes	Varies
License State/Country	LIS	165	166	2	C,L	Yes	Yes	Yes	Yes	Varies
License/Registration Type	LIT	170	172	2	C,L	Yes**	Yes	Yes	Yes	Varies
License Plate/Registration No.	LIC	174		to 8	L,N	Yes	Yes	Yes	Yes	Varies
Miscellaneous	MIS	176		to 122	L,N,P	No	Yes	Yes	Varies	Varies
Towed To (Towed/Impounded Only)	TO	180		to 35	L,N,P	No		Yes		Yes
Reason (Towed/Impounded Only)	REASON	181		8	L	No		Yes		Yes
Requested By (Towed/Impounded Only)	REQ BY	182		6	L	No		Yes		Yes
Towed By (Towed/Impounded Only)	BY	183		to 15	L,P	No		Yes		Yes
Hold (Towed/Impounded Only)	HOLD	184		1	Y or N	No		Yes		Yes
Authority (Towed/Impounded Only)	AUTH	185		to 4	N	No		Yes	No	Yes
Stolen From Street Address	SFA	186		to 5	L,N	No		Yes	No	Yes
Stolen From Street	SST	187		to 18	L,N	No		Yes	No	Yes
Stolen From City	SFC	188		to 12	L	No		Yes	No	Yes
Originating Authority's Case No.	OCA	189		to 9	L,N,P	No	Yes	Yes	Yes	No
Originating Authority's Agency Name	ORA	190		8-25	L,N,P	No	No	Yes	No	Yes

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VEHICLE FILE DATA FIELD SUMMARY / INDEX (Continued)

A.	B.	X.	Y.	C.	D.	E.	G.1	G.2	G.3	H.
	VEH-	VEH-	VEH-	NO. OF	CHAR-	USED	WHEN MODIFYING, YOU MAY			
	PAGE #	PAGE	# FOR	POSITIONS	ACTER	WITH				REQD.
FIELD NAME	FIELD	FOR	DETAILS	(LNTH)	TYPES*	INQ.?	ADD	CHANGE	DELETE	ENTER?
Entering Terminal CDC	ENT	191		3	C	No				Yes
Entering Term. Op's Initials/ID	OPR	192		2	L,N	No	No	No	No	Yes
Time of Entry	TME	193		4	N	No				
Date of Entry	DTE	194		6	N	No				
NCIC Record Index No.	NIC	195		10	C,L,N	Yes				
LEADS Record Index No.	LDS	196		8	C,L,N	Yes				

*L = Letters A through Z. N = Numerals 0 through 9. C = Specific codes, only.
P = Certain punctuation marks and special characters.

**Only necessary for certain 10-28 inquiries. Does not affect the outcome of a 10-29.

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FIELD DESCRIPTION

- A. FIELD NAME: Message Key (Stolen Vehicles/Parts and Felony Vehicles)
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free-form. 2-4 with the LFR.FEV. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters, numbers, and the hyphen.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:

ADDED? N/A

CHANGED? No

DELETED? N/A

When a record is entered, certain information is stored in the record based on the particular message key used for the entry message. The message key serves to "label" the record as a stolen vehicle, stolen part, felonious vehicle, or "located" record. If a suffix to the basic enter message key is used, additional label information will be stored with the record.

- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: The message key tells the computer what type of message you have sent it (inquiry, enter, etc.) and what file(s) are to be involved (Vehicle, Persons, SOS, NCIC, etc.).

Upon record entry, a caution indicator suffix may be added to the message key to denote special circumstances. See page VEH-147. The caution indicator suffix causes a special warning label to appear in the first line of a hit message when the record is inquired upon. This serves to warn the inquiring operator and officer.

NOTE: See page VEH-146 for details regarding the Towed/Impounded message key.

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: Message Key (Towed/Impounded)
- B. FIELD CODE: MKE
- C. FIELD LENGTH: 3-5 positions free-form. 5 with the LFR.FET. format.
- D. CHARACTER TYPE(S) ALLOWED: Specific letters and numbers.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:

ADDED? N/A

CHANGED? No

DELETED? N/A

When a towed vehicle record is entered, the computer stores information based on the message key used for entry. The message key serves as an indicator that a caveat should be added to a hit response to clarify that the record is a towed vehicle and enforcement action should not be made based solely upon the hit response. Contrary to a stolen or felony vehicle entry, towed vehicle entries are administrative records.

- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required. When making an entry using the LFR.FET. format, the computer will automatically complete the message key for you. When making a free-form towed vehicle entry, the operator is required to build the message key LEVIT.
- J. PURPOSE: The message key tells the computer what type of message you are sending; inquiry, entry, etc. The message key also directs the entry to the proper computer file, i.e., Vehicles. It further tells the computer to place the entry in the towed portion of the Vehicle file resulting in the record label and caveat attachment for a towed vehicle record.

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VEHICLES (6)

MESSAGE KEY (MKE) (Continued)

K. ALLOWABLE DATA AND EDITS:

Allowable Data -- The message key for a Vehicles File message must be taken from the following table:

MESSAGE TYPES	TO CALL CRT SCREEN FORMATS	BASIC MESSAGE KEYS (1)			
		STOLEN VEHICLE	STOLEN PART	FELONIOUS VEHICLE	TOWED or IMPOUNDED
INQUIRY	LFR.FINQ. LFR.FQ. (short format)	(See the table on pages VEH-10 and -11.)			
ENTER TOWED/IMPOUNDED	LFR.FET.	(None)	(None)	(None)	LEV1T
ENTER STOLEN/FELONY	LFR.FEV.	LEV(2)	LEP(2)	LEF(2)	
TRAINING ENTER	LFR.FEV.	LTVE	(None)	(None)	(None)
CANCEL	LFR.FCANV.	LCV	LCP	LCF	LCV
TRAINING CANCEL	(None)	(None)			(None)
VOID	LFR.FVOID.	LXV	LXP	LXF	LXV
MODIFY	LFR.FMOD.	LMV	LMP	LMF	LMV
TRAINING MODIFY	LFR.FMOD.	LTVM	(None)	(None)	LTVM
LOCATE					
LEADS & NCIC	LFR.FMOD.	LMV	LMP	LMF	LMV
NCIC only (No LEADS)	(None)	LLV	LLP	LLF	--
		LLVS1	LLPS1		
		LLVS2	thru		
			LLPS7		

(1) SCREEN FORMATS -- Screen formats generally provide the first one or two characters of the message key. When using a key from the table, do not repeat the characters which have been provided in the format. For example, the message key listed below for cancelling a part is LCP. The LFR.FCANV. format provides the LC. Therefore, you should only type in the P to complete the message key.

(2) CAUTION INDICATORS -- When circumstances dictate, one of the suffixes on the next page should be added to the basic message key.

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VEHICLES (6)

MESSAGE KEY (MKE) (Continued)

ENTER MKE CAUTION INDICATOR SUFFIXES TO LEV & LEF

<u>SUFFIX</u> (Includes hyphen)	<u>WHEN TO USE (See Notes)</u>
-A	Driver/occupants believed to be <u>armed and/or dangerous</u> .
-P**	The vehicle/part is to be <u>held for fingerprints</u> when found.
-F	Driver/occupants believed to be <u>armed and/or dangerous</u> AND you want the vehicle <u>held for fingerprints</u> when recovered.
-S	Driver/occupant believed to have <u>suicidal tendencies</u> .
-Y	Driver/occupants believed to be <u>armed and/or dangerous</u> AND may have <u>suicidal tendencies</u> .

**This suffix may be added to LEP (LEP-P) as well as to LEV and LEF.

Edits--1. For the Vehicle Files, the message key used must exactly match one of those listed in the table.

2. When cancelling, modifying, voiding, or locating a record, the third character of the message key must correspond to the kind of record you are working with (e.g., V for stolen or towed vehicle, P for part, and F for Felony vehicle).

L. NOTES: 1. When any caution indicator suffix is used, give amplifying details in the MIS Field. This is especially important when you have reason to believe a weapon is involved.

2. When appropriate, ALWAYS use a caution indicator suffix to the message key, even if you plan to indicate caution in the MIS Field.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Temporary Information for Enter Message
- B. FIELD CODE: TMP
- C. FIELD LENGTH: Up to 50 positions.
- D. CHARACTER TYPE(S) ALLOWED: All types. Only the period (.) is NOT permitted.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:

ADDED? N/A

CHANGED? N/A

DELETED? N/A

The data placed in this field is not stored in the computer file. Therefore, it cannot be modified.

- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional
- J. PURPOSE: To include, at the time of record entry, information of immediate but temporary value that will appear in the Enter Acknowledgment Message and in the Vehicle Broadcast Message. The contents of this field are NOT entered into the Vehicle File and are NOT forwarded to NCIC.

When a record will be broadcast upon entry (see page VEH-40), the TMP Field should tell the "What, Where, and When" about the theft or felony. This will assist those receiving the broadcast message in taking appropriate action.

- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any free-text notes or statement.

Edits -- None.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Date of Theft/Date Towed/Date of Felony
- B. FIELD CODE: DOT
- C. FIELD LENGTH: Always 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required in all cases.
- J. PURPOSE: Denotes the date the vehicle was stolen, towed, or the date that the felony was committed, regardless of when the record is entered into the computer file. In the case of stolen vehicle (not parts) enter messages, the DOT is used to determine if neighboring departments will be automatically notified of your entry. See paragraph V.H on page VEH-4036.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any date in Month/Day/Year format. June 3, 1991 would be coded 060391.

Edits -- Date must be 6 numerics, valid in terms of the month, day, and year combination being a possible date (143284 is impossible), and not be more recent in time than the date of entry into the computer. For example, if the record is being entered on 110691, the DOT cannot be 110791.

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: Vehicle Color(s)
- B. FIELD CODE: VCO
- C. FIELD LENGTH: 3 or 7 positions.
- D. CHARACTER TYPE(S) ALLOWED: Three-letter codes from the table below and a '/' in the 4th position.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? Yes CHANGED? Yes DELETED? Yes
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional for vehicles; not allowed for vehicle part entries.
- J. PURPOSE: To describe the one or two predominant colors of a vehicle, or to indicate that a vehicle is multi-colored.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any of the 3-letter codes listed in the Vehicle Color Codes Table below.

VEHICLE COLOR CODES TABLE

<u>VCO</u>	<u>COLOR</u>	<u>VCO</u>	<u>COLOR</u>
SIL	Aluminum or Silver	LGR	Green, Light
BGE	Beige	CRM	Ivory or Cream
BLK	Black	LAV	Lavender
BLU	Blue	MAR	Maroon or Burgundy
DBL	Blue, Dark	*	Multicolored
LBL	Blue, Light	ONG	Orange
BRZ	Bronze	PNK	Pink
BRO	Brown	PLE	Purple
MAR	Burgundy or Maroon	RED	Red
COM	Chrome or Stainless Steel	SIL	Silver or Aluminum
CPR	Copper	COM	Stainless Steel or Chrome
CRM	Cream or Ivory	TAN	Tan
GLD	Gold	TRQ	Turquoise
GRY	Gray	WHI	White
GRN	Green	YEL	Yellow
DGR	Green, Dark		

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VEHICLES (6)

VEHICLE COLOR(S) (VCO) (Continued)

Two-Color Vehicles -- List the top or front color first followed by a '/' and then the bottom or rear color. White over red is coded WHI/RED.

*More than Two Colors -- Use the VCO code MUL/COL and then list the actual colors in the MIS Field.

Example: VCO Field--MUL/COL and MIS Field--VCO/SUNSET SCENE ON DBL.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Vehicle Year
- B. FIELD CODE: VYR
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? See Note 1 CHANGED? See Note 2 DELETED? See Note 1
- H. ON ENTRY, DATA IS: Required except for (1) a felonious vehicle record where VYR is optional unless the VIN is to be entered, and (2) a stolen part record. See L. NOTES: 3 below.
- J. PURPOSE: Identifies the production year of the vehicle or part as designated by the manufacturer. Will not always correspond to the actual year when the vehicle was built. Many vehicles are built and introduced in the calendar year preceding the model year designation.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Any two numeric characters representing the last two characters of a year. Example: VYR/91 for 1991. A code of 00 is not allowed. Also not allowed is any code (number) greater than the current model year plus one. For example, if the current year is 91, the largest value allowed in a VYR Field is 92.
- Edits -- VYR is edited in combination with VIN, VMA, and VST for most common makes of passenger cars, trucks, and motorcycles manufactured in recent years. See the Field Description for VIN.
- L. NOTES:
1. VYR may only be added to or deleted from a felonious vehicle record and a stolen part record. In all other records, VYR is minimum required data.
 2. For the common vehicles whose VIN's are edited, the changed VYR must be consistent with the VIN, VMA, and VST. Otherwise, attempts to change VYR will be rejected.
 3. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, for example, a minibike, snowmobile, or an assembled or homemade vehicle, the vehicle year should be estimated and the wording "VYR/ESTIMATED" should be placed in the Miscellaneous Field of the stolen vehicle record.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Vehicle Make/Manufacturer
- B. FIELD CODE: VMA
- C. FIELD LENGTH: 2, 3, or 4 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic codes.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|---------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required. (See Note 3.)
- J. PURPOSE: To identify the make or manufacturer of the vehicle or part.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data: Must be a code found in one of the Make or VMA tables in this Manual. See NOTES below.

Edits: VMA is edited in combination with VIN, VYR, and VST for most common, late model passenger cars, trucks, and motorcycles. For the less common vehicles, VMA is only edited in terms of being a valid code from one of the tables.

- L. NOTES: 1. The VMA codes are divided into eight different tables by vehicle category as listed below. For special codes, look for VEHICLE TYPE and the corresponding DETAILS page number on page VEH-43 (yellow card).

VEH-	
<u>PAGE</u>	<u>VEHICLE CATEGORY</u>
47	Automobiles
75	Construction Equipment
69	Farm and Garden Equipment
61	Motorcycles
94	Trailers
83	Trucks
132	U. S. Government/Military
138	Vehicle Parts

2. NCIC refers to VMA as the BRA (Brand) when entering a vehicle part.

3. When the manufacturer is not known and the vehicle is not homemade, the vehicle SHOULD NOT BE ENTERED! Even when the manufacturer's name is not listed in the VMA codes tables and you use a generic VMA code such as TRLR, TRUK, CYCL, COEQ, or FARM, the record should not be entered unless you can provide the manufacturer's name as the first item in the MIS Field.

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: Vehicle Model
- B. FIELD CODE: VMO
- C. FIELD LENGTH: 2 or 3 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha or numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|----------------------------|---------------------|------------------------------|
| <u>ADDED?</u> Yes (Note 1) | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes (Note 1) |
|----------------------------|---------------------|------------------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required for all vehicles except passenger cars. For passenger cars, VMO should be considered required if a code is given in the table beginning on page VEH-47. LEADS requires VMO if the part is a certificate and the VMA is 'CERF'. Otherwise, VMO is optional.
- J. PURPOSE: For automobiles, the Model Field specifies the model of vehicle as defined by the manufacturer. For most other vehicles, the VMO Field is used to identify the general category or kind of vehicle involved (i.e., TK for truck, DUN for dune buggy). The code used in the VMO Field has nothing to do with the type of license plate displayed on the vehicle. Think of the vehicle description as being entirely independent from the license description.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- Must be a code from the table on the next page.
- L. NOTES: 1. VMO can be added to or deleted from a passenger car record. In all other cases, VMO is required upon entry and cannot be deleted.

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VEHICLES (6)

TABLE OF VMO CODES (Excluding Automobiles and Aircraft)

VMO	"Model" or Vehicle Record Category
CE	Construction Equipment
CTO	Certificate of Origin
CTT	Certificate of Title
CYL	Motorcycle, Moped, etc.
DUN	Dune Buggy
ENG	Engine
FE	Farm and Garden Equipment
GOF	Golf Cart, Motorized
GRT	Go-Cart
SKT	Snowmobile with Skis and Tracks
SKW	Snowmobile with Skis and Wheels
TMN	Transmission
TK	Truck (Includes rugged-trail pleasure vehicles buses, golf carts, vans, and jeeps.)
TL	Trailer (Includes truck-mounted campers.)
TRW	Snowmobile or All-Terrain Vehicle with Tracks and Wheels
TRA	Snowmobile or All-Terrain Vehicle with Tracks Only
VIN	Vehicle Identification Plate
WHE	Snowmobile or All-Terrain Vehicle with Wheels Only

All other valid VMO codes represent Automobiles and Aircraft, and are listed as follows:

Automobiles - VEH-47
Aircraft - VEH-131

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Vehicle Body Style
- B. FIELD CODE: VST
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Letters and numbers
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
ADDED? See Note 1 CHANGED? See Note 2 DELETED? See Note 1
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required for all entries except felony vehicles. VST is only required in a felony vehicle record if VIN is to be entered.
- J. PURPOSE: To help describe the appearance of the vehicle. In the case of most late model passenger cars, trucks and motorcycles, the style is used in the process of editing the VIN.
- K. ALLOWABLE DATA AND EDITS:
Allowable Data -- Must be one of the two-character style codes found in this Manual. (Refer to Vehicle Type Index on page VEH-43.)
Edits -- VST must be a valid Vehicle Style Code.
- L. NOTES:
1. VST may only be added to or deleted from a felonious vehicle record. In all other records, VST is minimum required data.
 2. For the common passenger cars, trucks and motorcycles whose VIN's are edited, the changed VST must be consistent with the VYR, VMA, and VIN. Otherwise, attempts to change the VST code will be rejected.
 3. When entering a vehicle part, you must use a Category (CAT) Field Code in the VST Field. See the Category Field Codes Table on pages VEH-138, -139, and -140.

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: Vehicle Identification/Serial Number (See Note 1)
- B. FIELD CODE: VIN
- C. FIELD LENGTH: Up to 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Either a VIN, serial number, or OAN is required to enter a parts record. A VIN is optional for vehicle records as long as license/registration data or an OAN is entered. Stolen vehicle records entered without the VIN are purged after 9 days unless the VIN or OAN is added by modification during the 9-day period. Felony Vehicle or Wanted Person records with vehicle data require a VIN or license data to be entered; the OAN Field is not allowed.
- J. PURPOSE: To uniquely identify the vehicle or part in question. The VIN is the primary key by which vehicle records are indexed in the computer.
- K. ALLOWABLE DATA AND EDITS:
1. Serial Number Too Long -- When the vehicle serial number exceeds 20 characters (CX12345678901234B12345), enter the last 20 in the VIN Field (12345678901234B12345) and enter the complete VIN in the MIS Field (VIN IS CX12345678901234B12345).
 2. State-Assigned Serial Number -- A vehicle that has been assigned a unique serial number by a state agency may be entered with this number in the VIN Field. When a state-assigned number is entered, the code "SVIN" must be entered as the first item in the Miscellaneous Field.
 3. Script Letter "F" -- The VIN plate affixed to Ford, Lincoln, and Mercury automobiles has a script letter "F" preceding and following the 11-character VIN. Do not enter either script F as part of the VIN.
 4. Small f's -- The VIN plate of some 1977 Mustang, Pinto, and Bobcat models is preceded and followed by two lower case f's. Do not enter any of these f's as part of the VIN.
 5. Certificates -- For all certificates of origin and certificates of title, the data in the VIN Field should be the certificate's serial number and not the VIN of the vehicle (if any).

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VEHICLES (6)

VEHICLE IDENTIFICATION/SERIAL NUMBER (VIN) (Continued)

6. Edits -- When you enter a vehicle record, for example an automobile, the LEADS computer will determine whether or not you have entered a valid VIN for the VST, VYR, and VMA indicated in the record. The same is true for trucks, motorcycles, etc. There is no VIN edit performed on a VIN used in an inquiry message.
7. Serial Numbers -- For engines and transmissions, the VIN Field is used for the serial number which is generally only a portion of the complete VIN. Use the number which appears on the part itself. For certificates, use the certificate's own serial number, not the vehicle's VIN.
8. Asterisks -- in the VIN Field of an Enter Acknowledgment Message or an Enter Broadcast Message indicate that the VIN included in the Enter Message failed the edits, but the record was accepted and filed by plate number.

L. NOTES: 1. For assistance with VIN construction, consult the following publications prepared by the National Automobile Theft Bureau (NATB):

NATB (Year) Passenger Vehicle Identification Manual (Published annually)
NATB Commercial Vehicle Identification Manual

ORDER FROM: Station Distributing House
P.O. Box 267
Port Jefferson Station, N.Y. 11776

2. 17 Character VIN Structure -- Beginning with the 1981 model year, the National Highway Traffic Safety Administration, Dept. of Transportation, Federal Motor Vehicle Safety Standards (Title 49, Code of Federal Regulations, Part 571), requires manufacturers selling over-the-road vehicles in the United States to produce them with 17-character VIN's.

The 17-character VIN's consist of the three sections of characters and a check digit. The first section consists of three characters which uniquely identify the manufacturer, make, and type of motor vehicle if its manufacturer produces 500 or more vehicles of its type annually. The second section consists of five characters which uniquely identify the attributes of the vehicle. The ninth character is the check digit. The third section consists of the remaining eight characters which uniquely identify the model year, plant of manufacture, and sequential product number. See the example on the next page for a detailed explanation.

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VEHICLES (6)

VEHICLE IDENTIFICATION/SERIAL NUMBER (VIN) (Continued)

<u>Example:</u>	SECTION	SECTION	CHECK	SECTION
	<u>1</u>	<u>2</u>	<u>DIGIT</u>	<u>3</u>
VIN Position	123	45678	9	10 11 12 13 14 15 16 17
VIN Characters	1G1	AZ37A	X	B D 4 2 3 4 5 6

Section 1 Positions 1-3 World Manufacturer Assignments

Position 1 - Nation of Origin

Position 2 - Manufacturer

Position 3 - Make and Type

Section 2 Positions 4-8 Vehicle Attributes

Position 4 - Restraint System

Position 5 - Line/Series

Positions 6 & 7 - Body Type

Position 8 - Engine

Position 9 - Check Digit - See CHECK DIGIT FORMULA below.

Section 3 Positions 10-17 Unique Identifiers

Position 10 - Year

Position 11 - Assembly Plant

Positions 12 - 17 - Sequential Production Number

CHECK DIGIT FORMULA

- a. The check digit will always be the ninth character in the VIN. Assign to each numeric in the VIN its actual mathematical value and assign to each alphabetic the value specified for it in Table 1.

TABLE 1

A=1	J=1	T=3
B=2	K=2	U=4
C=3	L=3	V=5
D=4	M=4	W=6
E=5	N=5	X=7
F=6	P=7	Y=8
G=7	R=9	Z=9
H=8	S=2	

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VEHICLES (6)

VEHICLE IDENTIFICATION/SERIAL NUMBER (VIN) (Continued)

- b. Multiply the assigned value for each character in the VIN by the weight factor specified for it in Table 2.

TABLE 2

1st=8	7th=2	13th=6
2nd=7	8th=10	14th=5
3rd=6	9th=0(Check Digit)	15th=4
4th=5	10th=9	16th=3
5th=4	11th=8	17th=2
6th=3	12th=7	

- c. Add the resulting products and divide the total by 11.

- d. The remainder is the check digit. If the remainder is 10, the check digit is X.

Example: VIN Characters	1	G	1	A	Z	3	7	A	X	B	D	4	2	3	4	5	6
Assigned Value	1	7	1	1	9	3	7	1	0	2	4	4	2	3	4	5	6
Multiply by	8	7	6	5	4	3	2	10	0	9	8	7	6	5	4	3	2

Add Products $8+49+6+5+36+9+14+10+0+18+32+28+12+15+16+15+12=285$

Divide by 11 $285/11 = 25 \text{ } 10/11$

Check Digit X (Compare to Character in 9th Position)

If the Check Digit (Pos. 9) does equal the remainder, then the VIN is valid.
If they are not equal, the VIN is incorrect.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Owner-Applied Number
- B. FIELD CODE: OAN
- C. FIELD LENGTH: Up to 20 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and/or numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required if there is no VIN (Vehicle Identification Number) or serial number. Not allowed when entering a Felony Vehicle or Wanted Person record with vehicle information.
- J. PURPOSE AND USAGE: An OAN is an identifying number etched into a vehicle or vehicle part. An OAN may have been assigned in connection with a theft prevention program.
- K. ALLOWABLE DATA AND EDITS:
1. If OAN is not visible on vehicle or vehicle part, then it should not be entered.
 2. Characters may be all numeric, but cannot be all alphabetic.
 3. Do not enter spaces, hyphens, or other symbols.
 4. The OAN cannot be identical to a serial number or VIN.
 5. A VIN should never be entered as an OAN.
 6. When entering free-form, the OAN must follow the VIN Field; if the OAN is omitted, a period must be used in its place.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: License Plate Month of Expiration
- B. FIELD CODE: LIM
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numerals 01 through 12. (See paragraph K.)
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No. LIM may not be used in any inquiry messages.
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|------------------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes (Note 1) |
|-------------------|---------------------|------------------------------|
- H. ON ENTRY, DATA IS: Required for all Illinois registered vehicle records with an LIS of 'IL'. (When a required, Illinois LIM is unknown, run a 10-28 inquiry on the plate number and obtain the LIM from the SOS response.) Use of the LIM Field is not allowed for vehicle parts records; records which do not contain data for LIY, LIS, LIT, and LIC; and when LIY is '00' (non-expiring). LIM is not required for out-of-state registered vehicles.
- J. PURPOSE: Indicates the last month of the LIY during which the plate may be legally displayed. Having LIM in the computer record allows for purging expired plates on a monthly basis. Without LIM, expired plates could only be purged once per year, based on the LIY alone.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- For Illinois passenger car plates, the LIM is taken from the sticker on the rear plate.
- L. NOTES:
1. LIM may not be deleted from a record when LIS is IL.
 2. LIM is not provided for by NCIC. Therefore, when you enter a record that includes an LIM, the LEADS computer stores the LIM in the LEADS record, but does not send the LIM to NCIC.
 3. For felony and towed or impounded vehicle records, LIM is optional even for Illinois registered vehicles.
 4. When entering non-expiring Illinois license plates, enter LIM/00 along with LIY/00.
 5. If LIM is unknown, enter "12" in the LIM field and place LIM/ESTIMATED in the MIS Field.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: License Plate (Registration Number) Year of Expiration
- B. FIELD CODE: LIY
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, in conjunction with LIC (for LEADS only). LIY does not affect the outcome of an NCIC inquiry.
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? Yes (Note 1) CHANGED? Yes DELETED? Yes (Note 2)
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional as long as the VIN or OAN is entered. LIY is required if LIC is to be entered. LIY is not allowed in any vehicle parts record.
- J. PURPOSE: Indicates the year during or at the end of which the vehicle's plate(s) or registration number (at the time of theft) will expire, excluding any grace period.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- The last two digits of any year. Only Illinois passenger car, motorcycle, and out-of-state plates which have expired can be entered up to 12 months beyond the expiration date. Plates expiring in 1991 are coded 91. For non-expiring plates and certain registration numbers that do not expire, enter 00. (See page LIC-127 for more details on nonexpiring plates.) LIY for U.S. civilian aircraft is always coded 00.

Edits -- LIY must be entered along with LIS, LIT, and LIC except in a felony vehicle record.

-- LIY may be equal to or greater than the year of entry. LIY cannot be lower than the year of entry minus one except when entering a non-expiring plate (LIY/00). For example, a 91 plate can be entered in 1992. However, the computer will not allow entry of a 90 or older plate in 1992.

- L. NOTES:
1. LIY may be added only when LIS, LIT, and LIC are added at the same time except in the case of a felony vehicle record.
 2. LIY may be deleted only when LIM, LIS, LIT, and LIC are deleted at the same time except in the case of a felony vehicle record.

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: License Plate State of Registration/Country of Registration
- B. FIELD CODE: LIS
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic characters only. NCIC substitutes zero for the letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, in conjunction with LIC.
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
ADDED? Yes (Note 1) CHANGED? Yes (Note 2) DELETED? Yes (Note 3)
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Optional as long as the VIN or OAN is entered. LIS is required if LIC is to be entered, except in a felony vehicle record. LIS is not allowed in a parts record.
- J. PURPOSE: Indicates the state or country in which the vehicle was registered at the time of the theft.
- K. ALLOWABLE DATA AND EDITS:
Allowable Data -- Must be one of the two-character codes from the tables which begin on the next page.
-- If no code can be found for a particular foreign country, use 'YY' and list the country in the MIS Field.
Edits -- LIS must be entered along with LIY, LIT, and LIC.
- L. NOTES: 1. LIS may be added only when LIY, LIT, and LIC are added at the same time.
2. LIS may be deleted only when LIM, LIY, LIT, and LIC are deleted at the same time.
3. A hit may show an LIS without any of the other license plate data fields. This is generally an indication that the plate expired more than 12 months before the hit causing the other plate fields to be purged. LIS is not purged.

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VEHICLES (6)

LICENSE STATE (LIS) CODES TABLE

(Listed alphabetically by State)

<u>LIS</u>	<u>STATE</u>	<u>LIS</u>	<u>STATE</u>
AL	Alabama	MT	Montana
AK	Alaska	NB	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

US United States -- All aircraft, U.S. military and federal government vehicles.

LIS CODES TABLE FOR INDIAN NATIONS

<u>LIS</u>	<u>NATION</u>
IX	Menominee Indian Nation
RL	Red Lake Indian Agency

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VEHICLES (6)

LIS CODES TABLE FOR FOREIGN COUNTRIES

LIS FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

AF Afghanistan
 AA Albania
 AN Algeria
 AM American Samoa (Islands)
 AD Andorra
 AO Angola
 AE Anguilla
 AI Antigua and Barbuda
 AJ Aruba (now independent)
 AT Argentina
 AS Australia
 AU Austria
 AQ Azores Islands

 BD Bahamas, The
 BE Bahrain/Bahrein
 BL Bangladesh
 BB Barbados
 BF Bassas Da India
 BG Belgium
 BH Belize (formerly British Honduras)
 DH Benin (formerly Dahomey)
 BM Bermuda
 BN Bhutan
 BV Bolivia
 BT Botswana
 BQ Bouvet Island
 BZ Brazil
 BH British Honduras (now Belize)
 BO British Indian Ocean Territory
 BS British Solomon Islands (now Solomon Islands)
 VB British Virgin Islands
 BX Brunei
 BU Bulgaria
 UV Burkina Faso (known as Burkina, formerly Upper Volta)
 BR Burma
 BI Burundi

 CJ Cambodia (formerly Khmer Republic and Kampuchea)
 CM Cameroon

CANADA (See list of provinces below)
 CD All Canadian aircraft
 CD (province is unknown)
 AB Alberta
 BC British Columbia
 MB Manitoba
 NK New Brunswick
 NF Newfoundland (includes Labrador)
 NT Northwest Territories
 NS Nova Scotia
 ON Ontario
 PE Prince Edward Island
 PQ Quebec
 SN Saskatchewan
 CD (unknown province)
 YT Yukon (Territory)

 CZ Canal Zone
 ZI Canary Islands

LIS FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

CV Cape Verde Islands
 CG Caroline Islands
 CP Cayman Islands
 CW Central African Republic
 CY Ceylon (now Sri Lanka)
 CF Chad
 CQ Chile
 RC China, People's Republic
 TW China, Taiwan
 DB Clipperton Island
 DD Cocos (Keeling) Islands
 CB Colombia
 DG Comoras (or Comoros Islands)
 RB Congo, Brazzaville
 ZR Congo, Kinshasa (now Zaire)
 DI Cook Islands
 DJ Coral Sea Islands
 CR Costa Rica
 CC Cuba
 CS Cyprus
 CK Czechoslovakia

 DH Dahomey (now Benin)
 DK Denmark
 DN Djibouti
 DM Dominica
 DR Dominican Republic

 EM East Germany (German Democratic Republic, includes East Berlin)
 EU Ecuador
 EY Egypt (United Arab Republic)
 EL El Salvador
 EN England
 EK Equatorial Guinea
 ES Estonia
 EO Ethiopia
 ER Europa Island

 FA Falkland Islands
 FO Faroe Islands
 FJ Fiji
 FD Finland
 FN France
 FG French Guiana
 FP French Polynesia

 GB Gabon
 GK Gambia, The
 EM Germany--East, German Democratic Republic, includes East Berlin
 WG Germany--West, Federal Republic of Germany, includes West Berlin
 GG Ghana
 RG Gibraltar

 Gilbert and Ellice Islands--(GL for reference only)
 GO Glorioso Islands
 GC Greece
 GN Greenland
 GJ Grenada
 GP Guadeloupe
 GM Guam

L I S C O D E S

L I S C O D E S

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VEHICLES (6)

LIS CODES TABLE FOR FOREIGN COUNTRIES

LIS FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

GT Guatemala
 GF Guernsey
 FG Guiana, French
 GI Guinea
 PG Guinea-Bissau (formerly Portuguese Guinea)
 GY Guyana

 HT Haiti
 NE Holland (Netherlands)
 HD Honduras
 HK Hong Kong
 HU Hungary

 IC Iceland
 II India
 IO Indonesia
 IR Iran
 IQ Iraq
 IE Ireland (does not include Northern Ireland, see Northern Ireland)
 IS Israel
 IT Italy (includes Sicily and Sardinia)
 IY Ivory Coast

 JM Jamaica
 JN Jan Mayen
 JA Japan
 JE Jersey
 JI Johnston Island
 JO Jordan
 JU Juan de Nova Island

 KE Kenya
 CJ Khmer Republic (now Cambodia)
 KB Kiribati (formerly Gilbert Islands)
 KN Korea, North
 KO Korea, South
 KU Kuwait

 LS Laos
 Latvia (Republic of the USSR)--LT for reference only
 LN Lebanon
 LE Lesotho
 LB Liberia
 LY Libya
 LI Liechtenstein
 Lithuania (Republic of the USSR)--LH for reference only
 LX Luxembourg

 OC Macau (formerly spelled Macao)
 IM Madeira Islands
 MP Malagasy Republic (includes Madagascar)
 MF Malawi
 MZ Malaysia
 MV Maldives
 ML Mali
 MY Malta
 IB Man, Isle of
 MK Mariana Islands
 MH Marshal Islands
 ZB Martinique

LIS FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

MU Mauritania
 UM Mauritius

MEXICO (See list of states below)
 MM All Mexican aircraft
 MM (State is unknown)
 AG Aguascalientes
 BA Baja California (Northern Section)
 BJ Baja California Sur (Southern Section)
 CE Campeche
 CI Chiapas
 CH Chihuahua
 CU Coahuila
 CL Colima
 DF Distrito Federal (Mexico, D.F.)
 DO Durango
 GU Guanajuato
 GR Guerrero
 HL Hidalgo
 JL Jalisco
 MX Mexico (State)
 MC Michoacan
 MR Morelos
 NA Nayarit
 NL Nuevo Leon
 OA Oaxaca
 PB Puebla
 QU Queretaro
 QR Quintana Roo
 SL San Luis Potosi
 SI Sinaloa
 SO Sonora
 TB Tabasco
 TA Tamaulipas
 TL Tlaxcala
 MM (unknown state)
 VC Veracruz
 YU Yucatan
 ZA Zacatecas

 MW Midway Islands
 MJ Monaco
 MG Mongolia
 RR Montserrat
 MQ Morocco
 ZO Mozambique

 SJ Namibia (South-West Africa)
 NR Nauru
 NP Nepal
 NE Netherlands (Holland)
 NX Netherlands Antilles
 NQ New Caledonia
 HN New Hebrides (now Vanuatu)
 NO New Guinea (now Papua New Guinea)
 NZ New Zealand
 NU Nicaragua
 NN Niger
 NG Nigeria
 IU Niue
 OF Norfolk Island
 KN North Korea

L I S C O D E S

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VEHICLES (6)

LIS CODES TABLE FOR FOREIGN COUNTRIES

LIS FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

VN North Vietnam
 NI Northern Ireland
 NW Norway

 OM Oman

 PK Pakistan
 PD Palau, Republic of
 PM Panama
 NO Papua New Guinea (formerly New Guinea)
 PV Paraguay
 PU Peru
 PI Philippines
 PC Pitcairn Islands
 PO Poland
 FP Polynesia, French
 PT Portugal
 PG Portuguese Guinea (now Guinea-Bissau)
 Portuguese Timor (now included in
 Indonesia)--TI for reference only
 PR Puerto Rico

 QA Qatar

 RE Reunion
 RH Rhodesia
 RU Romania/Rumania
 SX Russia (USSR)
 RW Rwanda

 TS Saint Christopher (or St. Kitts) and Nevis
 HS Saint Helena
 Saint Kitts-Nevis-Anguilla
 (AW for reference only)
 AE (Anguilla)
 TS (St. Kitts and Nevis)
 LU Saint Lucia
 PS Saint Pierre and Miquelon
 VV Saint Vincent and the Grenadines
 SH San Marino
 TP Sao Tome and Principe
 SB Saudi Arabia
 SS Scotland
 SG Senegal
 SE Seychelles
 SA Sierra Leone
 II Sikkim (same code as India)
 SR Singapore
 BS Solomon Islands (formerly British
 Solomon Islands)
 SM Somalia
 SF South Africa
 KO South Korea
 VS South Vietnam
 ST Southern Yemen (now People's Democratic
 Republic of Yemen, capital Aden)
 SJ South-West Africa (Namibia)
 SX Soviet Union (USSR)
 SP Spain
 RS Spanish Sahara (now Western Sahara)
 TE Spratly Islands
 CY Sri Lanka (formerly Ceylon)

LIS FOREIGN COUNTRIES/DEPENDENCIES/TERRITORIES

SU Sudan
 ZC Surinam
 SV Svalbard
 SW Swaziland
 SQ Sweden
 SZ Switzerland
 SY Syria

 TW Taiwan (Republic of China)
 TZ Tanzania, United Republic of
 TH Thailand
 TI Timor, Portuguese
 TO Togo
 TK Tokelau
 TG Tonga
 TT Trinidad and Tobago
 TM Tromelin Island
 TC Trucial States (now United Arab Emirates)
 TU Tunisia
 TY Turkey
 TR Turks and Caicos Islands
 TV Tuvalu (formerly Ellice Islands)

 UG Uganda
 TC United Arab Emirates (formerly Trucial
 States)
 EY United Arab Republic (same code as Egypt)
 United Kingdom (see England, Scotland,
 Wales, Northern Ireland)
 UV Upper Volta (now Burkina Faso)
 UY Uruguay
 USA (United States of America -- See
 separate list)
 SX USSR (Soviet Union)
 VI U.S. Virgin Islands

 HN Vanuatu (formerly New Hebrides)
 VY Vatican City
 VZ Venezuela
 VN Vietnam, North
 VS Vietnam, South
 VI Virgin Islands, U.S.

 WK Wake Island
 WL Wales
 WF Wallis and Futuna
 WG West Germany (Federal Republic of Germany,
 includes West Berlin)
 WN West Indies (for West Indies Islands not
 found separately listed)
 RS Western Sahara (formerly Spanish Sahara)
 WS Western Samoa

 ST Yemen (People's Democratic Republic of,
 capital Aden)
 YE Yemen Arab Republic (Capital is Sana)
 YG Yugoslavia

 ZR Zaire (formerly Congo Kinshasa)
 ZM Zambia

 YY All others not included in the above list

L I S C O D E S

L I S C O D E S

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: License Plate Type (Registration Number Type)
- B. FIELD CODE: LIT
- C. FIELD LENGTH: 2 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alphabetic only. NCIC changes zero to letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No (Does affect the outcome of some 10-28's.) See Note 3.
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? Yes (Note 1) CHANGED? Yes DELETED? Yes (Note 2)
- H. ON ENTRY, DATA IS: Optional as long as the VIN is entered. LIT is required if LIC is to be entered. LIT is not allowed in a parts record.
- J. PURPOSE: Indicates the type of plate or registration number displayed on the vehicle. Wording printed on the plate itself such as FARM, EXEMPT, TRAILER, POWER, APPORTIONED, etc. must be taken into account when looking for the correct LIT code in the table. Plate type (LIT) may not always correspond to the actual vehicle type or model, depending upon the registration and licensing laws in the state of registration. For example, in Illinois a van may be licensed as a passenger car, truck, or recreational vehicle. The correct LIT codes are PC, TK, and ZZ respectively. However, the model code (VMO) for a van is always 'TK' meaning truck. Remember that LIT only reflects how the vehicle is registered and not what it was built for or what it is being used for.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Must be a two-character code from the table on the next page. Wording printed on the plate itself such as FARM, EXEMPT, TRAILER, POWER, APPORTIONED, etc. should be taken into account when looking for the correct LIT code in the table.

Edits -- LIT must be entered along with LIS, LIY, and LIC except in a felony vehicle record.

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VEHICLES (6)

LICENSE PLATE TYPE (REGISTRATION NUMBER TYPE) (LIT) (Continued)

- L. NOTES:
1. LIT may be added only when LIS, LIY, and LIC are added at the same time.
 2. LIT may be deleted only when LIS, LIM, LIY, and LIC are deleted at the same time except in the case of a felony vehicle record.
 3. For a 10-29 to LEADS and NCIC, the LIT Field has no bearing on the outcome. But, for 10-28's on other than passenger car and truck plates, special procedures may be required. Refer to Chapter 7, 1028, for details.
 4. When doing a LIC inquiry on a vanity plate, include the appropriate LIT, as trucks, motorcycles, and automobiles can all display vanity plates. Vanity plates inquired upon without an LIT will search automobile registration only.

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VEHICLES (6)

LICENSE/REGISTRATION TYPE (LIT) CODE TABLE

FOR ENTRY ONLY

(Special procedures required to run a 10-28 inquiry; see LIT coding instruction chart in Chapter 7, 1028.)

LIT LICENSE/REGISTRATION TYPE

MY Aircraft, Military
NP Aircraft, Non-Passenger (Non-Military)
PP Aircraft, Passenger (Non-Military)
All-Terrain Vehicle
If entering license plate number,
LIT is AT.
If entering registration number,
LIT is ZZ.
AR Amateur Radio
AM Ambulance
AQ Antique
AP Apportioned
PC Automobile (Passenger Car)

BU Bus, Charity
BU Bus, Municipal
BU Bus, School

ZZ Camper Shell
ZZ Ceremonial
BU Charity Bus
ZZ Charity Vehicle (other than a bus)
CI City Owned or Municipal
AQ Classic Antique
ZZ Commuter Van
CO Commercial
MH Congressional Medal of Honor Holder
ZZ Conservation
LF Conservation Law Enforcement Police
CC Consular Corps
CU County Owned

MD Dealer, Motorcycle
DL Dealer, Passenger Car, Truck & Trailer
UD Dealer, Used Parts
DD Dentist
DP Diplomatic
DX Disabled Person (Wheelchair symbol)
DV Disabled Veteran
DA Drive Away
SV Driver Education, School Vehicle
DB Dune Buggy
DU Duplicate (Only if indicated on plate)

ZZ Electric
ZZ Electric, Over 45 MPH
EX Exempt Vehicle
ZZ Ex Prisoner of War

FM Farm Vehicle, Truck, or Trailer
ZZ Fertilizer Spreader
FD Fire Department
FG Foreign Government
ZZ Funeral Home

LIT LICENSE/REGISTRATION TYPE

HM Handicapped Municipal
DX Handicapped Person (Wheelchair symbol)
HS Handicapped State Owned
LS House of Representatives, State

IT In Transit
IP International Plate

JJ Judge or Justice (State Supreme Court)

LF Law Enforcement--City, County
LF Law Enforcement--SOS Investigator
LF Law Enforcement--State Police
LS Legislative, State Representative
LS Legislative, State Senator
LE Legislative, U.S. Representative
LE Legislative, U.S. Senator
RV Livery (Rental Vehicle)

MF Manufacturer
MY Military Aircraft
ML Military Vehicle, Canadian
MV Military Vehicle, U.S.
MB Motorbike (Under 150 CC)
MC Motorcycle
MD Motorcycle Dealer
BU Municipal Bus
CI Municipal or City Owned

NG National Guard
MY Non-Passenger Aircraft (Military)
NP Non-Passenger Aircraft (Non-Military)

OB Omnibus

MY Passenger Aircraft (Military)
PP Passenger Aircraft (Non-Military)
PC Passenger Car
DL Passenger Car Dealer
ZZ Permanently Mounted
PE Personalized/Customized
PX Pharmacist
PH Physician
AP Power, Apportioned (Must say
"APPORTIONED" on plate.)
TL Pro-Rate, Semi-Trailer, Trailer
TK Pro-Rate, Truck
TR Pro-Rate, Truck, Tractor

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VEHICLES (6)

LICENSE/REGISTRATION TYPE (LIT) CODE TABLE (Continued)

FOR ENTRY ONLY

(Special procedures required to run a 10-28 inquiry; see LIT coding instruction chart in Chapter 7, 1028.)

<u>LIT</u>	<u>LICENSE/REGISTRATION TYPE</u>
RE	Reciprocal or Reciprocity
ZZ	Recreational Vehicle
TL	Recreational Vehicle Trailer
DU	Reissue (Only if indicated on plate)
RV	Rental Trailer
RV	Rental Vehicle (Livery)
DU	Replacement (Only if indicated on plate)
RP	Repossessor
BU	School Bus
SV	School Vehicle (Except school bus)
SV	School Vehicle, Driver Education
LS	Senate, State Legislator
LF	Sheriff
SN	Snowmobile
SC	Special Purpose-Commercial
ZZ	State Official
ST	State-Owned
LF	State Police, Law Enforcement
LS	State Legislator--Representative
LS	State Legislator--Senate
TX	Taxi
TM	Temporary Tags
TL	Trailer
DL	Trailer, Dealer
FM	Trailer, Farm
TL	Trailer, Semi, Pro-rate
TP	Transporter
TK	Truck
DL	Truck Dealer
FM	Truck, Farm
AP	Truck, Power, Apportioned (Must say "APPORTIONED" on plate.)
TR	Truck, Tractor
US	U.S. Government
MV	U.S. Military Vehicle
LE	U.S. Senator or Representative
ZZ	Van, Commuter
DV	Veteran, Disabled
VF	Veteran of Foreign Wars

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: License Plate Number or Registration Number
- B. FIELD CODE: LIC
- C. FIELD LENGTH: Up to 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and/or numeric only.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes (See Note 4)
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? Yes (Note 1) CHANGED? Yes DELETED? Yes (Note 2)
- H. ON ENTRY, DATA IS: Optional as long as VIN or OAN is being entered.
- J. PURPOSE: To provide a key for identification of a vehicle which had plates affixed at the time of theft or felony involvement.
- K. ALLOWABLE DATA AND EDITS:
1. What to Enter -- Enter up to 8 numbers and letters that actually appear on any license plate or vehicle registration number that is displayed on and visible from the outside of the vehicle. To run a 10-28 on certain Illinois plates, special procedures are required. See Chapter 7, 1028.
 2. What NOT to Enter -- When no plates were affixed to the vehicle at the time of theft or the plate number is unknown, leave blank.
 3. Number Too Long -- If the number exceeds 8 characters (AB12345678X), enter the last 8 characters (2345678X) in the LIC Field and enter the complete number in the MIS Field (LIC is AB12345678X).
 4. Hyphens -- Do not enter hyphens in the LIC Field. If a hyphen appears in the number (11-756), enter the number without the hyphen (and leave no space) (11756) in the LIC Field, and enter the number with the hyphen in the MIS Field (LIC IS 11-756).
 5. Spaces -- When the number on the plate includes a space (161 487), enter without any spaces (161487).

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VEHICLES (6)

LICENSE PLATE NUMBER or REGISTRATION NUMBER (LIC) (Continued)

6. Stacked Characters -- When characters in the plate number appear one on top of another or "stacked," enter the characters top to bottom, left to right. Here are two examples:

V
127D is entered 127VDC
C

P₁₆₇₈^S is entered PR1678ST
R_T

7. Words -- Words stamped in the plate such as TAXI, FARM, TRAILER, CAMPER, etc. are not considered part of the plate number. Do not enter these words in the LIC Field. In some cases, it may help to include this data in the MIS Field, space permitting.

- L. NOTES:
1. LIC must be added along with LIY, LIS, and LIT except for a felony vehicle record where LIC may be added alone.
 2. LIC may not be deleted if the record contains no VIN or OAN. If the record does contain a VIN or OAN, LIC may be deleted if LIY, LIS, and LIT are all deleted in the same modify message.
 3. When a license plate has expired, LIC is automatically purged from the record. For complete information, see paragraph XII.F on page VEH-211.
 4. For a 10-29 to LEADS and NCIC, the LIT Field has no bearing on the outcome. But, for a 10-28 on certain types of Illinois plates, the plate number used in the LIC Field must be prefixed or suffixed. See 1028-10. No prefix or suffix not appearing on the plate itself should ever be entered as part of a stolen vehicle record.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Miscellaneous Information (For Stolen Vehicles/Parts and Felony Vehicles)
- B. FIELD CODE: MIS
- C. FIELD LENGTH: 120 positions. (See the CAUTION under paragraph K below.) When 120 positions are not enough, enter an Add-On record as described in Chapter 12.
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and five special characters -- &, \$, /, comma, and hyphen (-). NCIC substitutes a zero for every letter O.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- ADDED? Yes CHANGED? Yes DELETED? Yes, but only in those cases where data in the MIS Field is optional.
- H. ON ENTRY, DATA IS: Generally optional, but required where data in the other fields is not considered adequate to identify the vehicle. See the Notes on the next page.
- J. PURPOSE: To give as much information as possible about the vehicle so as to improve the chances of making positive and correct identification. The MIS Field also serves the purpose of providing a place to give amplifying information about a caution indicator suffix used with the Enter message key. Such information could be critical to the recovering officer's safety. It is also recommended that the ORA's 24-hour telephone number be placed in the permanent portion of the MIS Field of all Vehicle Records.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- Any data which helps to identify the vehicle.

NOTE: In free-form entry, you may enter several lines of data up to 122 characters as part of the MIS Field.

Edits -- The only edit is to determine if any data at all has been entered in those cases where data is required.

Extra periods will cause the message to be rejected. The computer considers the first period in the MIS Field to be the last character. Do not use periods within the field to end sentences.

NOTE: For Towed/Impounded entries, there is no MIS. Data fields have been provided to capture data related to the tow. Refer to the Data Field Summary Index Card (VEH-143) to obtain additional details.

Illinois LEADS Reference Manual

VEHICLES (6)

MISCELLANEOUS INFO. (MIS) (Continued)

- L. NOTES:
1. Weapons -- If a weapon is involved, show what type it is (pistol, shotgun, rifle, or knife) in the MIS Field.
 2. Caution -- If there is reason to show caution other than a weapon (mental subject, martial arts subject, etc.) include such information in the MIS Field.
 3. Significant Visible Identifiers -- If the vehicle has significant visible identifiers (large damage, wide striping, large decals, missing body parts, etc.) include such information in the MIS Field.
 4. ORA 24-Hour Telephone Number -- Include the telephone number for the agency which holds the supporting documentation in the MIS Field.
 5. Caution Indicator -- When a caution indicator is used with the Enter message key, give amplifying details in the MIS Field. For example, if the message key indicates "armed and/or dangerous" (suffix -A), describe the weapon.
 6. Plate Numbers -- License plate numbers exceeding 8 characters must be shown completely in the MIS Field because only the last 8 characters of the plate number are entered in the LIC Field.

In those states where the deletion of a hyphen in a license plate number may cause an invalid match of license plate numbers, the plate number, properly hyphenated, must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568 if it is in the computer.
 7. Long VIN's -- Vehicle identification numbers (VINs) exceeding 20 characters must be shown completely in the MIS Field because only the last 20 characters are entered in the VIN Field.
 8. Manufacturer's Complete Name -- A record (vehicle) does not qualify for entry if the make cannot be given by code in the VMA Field or by name in the MIS Field. For an aircraft, all-terrain vehicle, dune buggy, or snowmobile entry, the manufacturer's complete name (including model number and/or model name from the Bill of Sale) must be entered as the first item in the MIS Field. In addition, anytime you must use a generic code for VMA (TRUK, COEQ, FARM, CYCL, or TRLR) because the manufacturer is not listed in the appropriate table, the manufacturer's name must be the first item in the MIS Field.
 9. Construction Equipment -- If a construction equipment entry contains the code COEQ in the VMA Field, the manufacturer's complete name must be entered as the first item in the MIS Field.
 10. Farm or Garden Equipment -- If a farm or garden equipment entry contains the code FARM in the VMA Field, the manufacturer's complete name must be entered as the first item in the MIS Field.

Illinois LEADS Reference Manual

VEHICLES (6)

MISCELLANEOUS INFO. (MIS) (Continued)

L. NOTES (Continued):

11. Motorcycles -- If a motorcycle entry contains the code CYCL in the VMA Field, the manufacturer's complete name must be entered as the first item in the MIS Field. The engine serial number is also entered in the MIS Field. Additional descriptive information which might aid in identifying the particular stolen motorcycle should be entered in easily readable, abbreviated language.

12. Trailers -- If a trailer entry contains the code TRLR in the VMA Field, the manufacturer's complete name must be entered as the first item in the MIS Field. Also include any distinctly unique marking(s) or point(s) of identification in the MIS Field.

13. Trucks -- If a stolen truck (including bus, motorized home, etc.) entry contains the code TRUK in the VMA Field, the manufacturer's complete name must be entered as the first item in the MIS Field.

14. Felony Vehicles -- When making a felony vehicle entry, a brief description of the felony should appear in the MIS Field.

15. Parts -- Enter explicit descriptive data about the vehicle part, including the manufacturer's name if known.

16. Titles and CTO's ("Parts") -- Give the state that issued or printed the document and the VIN (if any) that appears on the face of the certificate.

17. Hit Notification Request -- In a case in which the ORA believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the vehicle is known, the entering agency should place the code NOAH (Notify ORA (or ORI) of All Hits) in the MIS Field.

18. State-Assigned VIN (SVIN) -- When the number entered in the VIN Field was assigned by a state agency and not the manufacturer, the first four characters in the MIS Field must be SVIN.

19. Related Cases/Records -- If one or more other LEADS/NCIC records are related to the record in question, the Miscellaneous Field should include the NIC number(s) of the related record(s).

20. Test Record -- The MIS Field should begin with the words "TEST, IGNORE" when you have entered a record for training purposes and did not use the training message key.

MISCELLANEOUS INFO. (MIS) (Continued)

L. NOTES (Continued):

21. VYR Unknown -- In instances where a vehicle is not registered and the year of manufacture is unknown, for example, a minibike, snowmobile, or an assembled or homemade vehicle, the vehicle year VYR Field should be estimated and the wording "VYR/ESTIMATED" should be placed in the Miscellaneous Field.

22. MIS Field Too Short -- When the Miscellaneous Field does not provide enough space to enter all of the data that is pertinent to the record, enter an Add-On record as explained in Chapter 12. Keep in mind that the Add-On does not go to NCIC and will not be seen at out-of-state terminals.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Towed To (Towed/Impounded Only)
- B. FIELD CODE: TOWED TO
- C. FIELD LENGTH: 35 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and two special characters; '/' and hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|--------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|-------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required
- J. PURPOSE: To provide information regarding the location (address of impound or tow yard, etc.) the vehicle was towed to.
- NOTE: Agencies should develop standardized coding for the entry of common towing locations within their jurisdiction.
- K. ALLOWABLE DATA AND EDITS: None, free text.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: Reason (Towed/Impounded Only)
- B. FIELD CODE: REASON
- C. FIELD LENGTH: 8 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Required
- J. PURPOSE: To indicate, using standardized coding, the reason the vehicle was towed or impounded.
- K. ALLOWABLE DATA AND EDITS: Only specific standard codes are allowed (see below). Edits will determine if the field has been completed with a valid code.
- L. REASON CODES:
- | <u>CIRCUMSTANCE</u> | <u>CODE</u> |
|--------------------------|-------------|
| Abandoned | ABANDON |
| Unattended | |
| Traffic Hazard | |
| Illegally Parked | |
| Arrest | ARREST |
| Incarcerated | |
| Wrecked | WRECKED |
| Damaged | |
| Accident | |
| Disabled | DISABLED |
| Motorist Assist | |
| Private Property | PRIVPROP |
| Narcotics Seizure | SEIZURE |
| Recovered Stolen Vehicle | STOLEN |
| | OTHER |

NOTE: If the code OTHER is used, the specific reason must be fully explained in an Add-on entry.

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VEHICLES (6)

FIELD DESCRIPTION & CODES

- A. FIELD NAME: Requested By (Towed/Impounded Only)
- B. FIELD CODE: REQ BY
- C. FIELD LENGTH: 6 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE: To indicate if the driver/owner or law enforcement agency initiated the request for towing/impound.
- K. ALLOWABLE DATA AND EDITS: Only one of four codes may be used to complete the field. The computer will edit to determine if the field contains a valid code.
- L. REQUESTED BY CODES:
- | |
|--------|
| AGENCY |
| DRIVER |
| OWNER |
| OTHER |

NOTE: If the code OTHER is used, specific information regarding the requestor must be explained in an Add-on entry.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Towed By (Towed/Impounded Only)
- B. FIELD CODE: BY
- C. FIELD LENGTH: 15 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters and two special characters; '/' and hyphen (-).
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE: To provide the name of the company towing the vehicle.
- NOTE: Agencies should develop standardized coding for the entry of common towing companies within their jurisdiction.
- K. ALLOWABLE DATA AND EDITS: None

Illinois LEADS Reference Manual

VEHICLES (6)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Hold (Towed/Impounded Only)
- B. FIELD CODE: HOLD
- C. FIELD LENGTH: 1 position
- D. CHARACTER TYPE(S) ALLOWED: Only the letters Y or N
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required
- J. PURPOSE: To indicate if the vehicle is to be held for investigative purposes.
- K. ALLOWABLE DATA AND EDITS: Only a check to ensure that the field has been completed with a valid character type.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Authority (Towed/Impounded Only)
- B. FIELD CODE: AUTH
- C. FIELD LENGTH: 4 positions
- D. CHARACTER TYPE(S) ALLOWED: Numbers
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | No |
|---------------|-----|-----------------|-----|-----------------|----|
- H. ON ENTRY, DATA IS: Required
- J. PURPOSE: To identify the officer initiating, handling, or authorizing the tow.
- K. ALLOWABLE DATA AND EDITS: The computer will edit to determine if the field has been completed.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Stolen From Address - Towed From Address
- B. FIELD CODE: SFA for Stolen/Felony - TFA for Towed/Impounded
- C. FIELD LENGTH: Up to 5 positions in the LFR.FEV or LFR.FET. formats and free-form.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and Numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No, although cancellation will require similar coding.
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To provide vehicle theft investigators, NATB, Illinois Secretary of State, and other such agencies with the ability to retrieve accurate data that will assist in the detection of patterns used by vehicle theft rings.
- K. ALLOWABLE DATA AND EDITS:
1. What to enter: A street address number, rural route indicator, or other alpha/numeric location indicator. EXAMPLE: If a vehicle was stolen at 1 mile south of Kings Road in Rural Illinois, the SFA may appear as: SFA/1MI. Should the vehicle have been stolen from 11536 South Natoma, the SFA would be completed with 11536. The address fields should describe the location, not necessarily an exact address.
 2. Towed/Impounded Vehicles: For Towed/Impounded vehicles, the TFA should be completed on entry to reflect where the vehicle was towed from.
- L. NOTES: The address fields are critical to vehicle investigators and must be completed as accurately as possible.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Stolen From Street Name - Towed From Street Name
- B. FIELD CODE: SST for Stolen/Felony - TST for Towed/Impounded
- C. FIELD LENGTH: Up to 18 positions in the LFR.FEV and LFR.FET formats and free-form.
- D. CHARACTER TYPE(S) ALLOWED: Alpha and numeric
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> Yes | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To provide vehicle theft investigators, NATB, Illinois Secretary of State, and other such agencies with the ability to retrieve accurate data that will assist in the detection of patterns used by vehicle theft rings.
- K. ALLOWABLE DATA AND EDITS:
1. What to enter: The primary intent for this field is to indicate the name of the street or road from which the vehicle was taken. It is also desirable to indicate North, South, East, or West where necessary in this field. It may be necessary to "complete" data from the SFA or TFA that was too long for that field; The address fields should describe the location, not necessarily an exact address.
 2. Towed/Impounded Vehicles: For Towed/Impounded vehicles, the TST should be completed on entry to reflect where the vehicle was towed from.
- L. NOTES: The address fields are critical to vehicle investigators and must be completed as accurately as possible.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Stolen From City - Towed From City
- B. FIELD CODE: SFC for Stolen/Felony - TFC for Towed/Impounded
- C. FIELD LENGTH: Up to 12 positions in the LFR.FEV and LFR.FET formats and free-form.
- D. CHARACTER TYPE(S) ALLOWED: Alpha.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | Yes | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To provide vehicle theft investigators, NATB, Illinois Secretary of State, and other such agencies with the ability to retrieve accurate data that will assist in the detection of patterns used by vehicle theft rings.
- K. ALLOWABLE DATA AND EDITS:
1. What to enter: The name of the city, town, or nearest jurisdiction from which the vehicle was stolen or the felony occurred.
 2. Towed/Impounded Vehicles: For Towed/Impounded vehicles, the TFC should be completed on entry to reflect where the vehicle was towed from.
- L. NOTES: The address fields are critical to vehicle investigators and must be completed as accurately as possible.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Case Number
- B. FIELD CODE: OCA
- C. FIELD LENGTH: Up to 9 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and special characters except the period. In records entered by other states, NCIC changes all letter O's to zeros.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> Yes | <u>CHANGED?</u> Yes | <u>DELETED?</u> Yes |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS: Optional.
- J. PURPOSE: Allows the entering agency to cross-reference the LEADS record with its corresponding case file. When another department hits the record, the originating authority may ask for the OCA number in order to look up the case file and confirm the hit.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- You may enter any sort of number that is meaningful to your department as long as it does not contain a period.
- Edits -- 1. Must not exceed 9 positions.
2. Must not contain only the word NONE.
- L. NOTES: You will always find data in the OCA Field of an NCIC record even though it is optional with LEADS. No matter what you enter in the OCA Field (if anything), the NCIC record's OCA Field will contain the LEADS Record Index Number (LDS) from the LEADS copy of the record. Even if you modify the LEADS record's OCA Field, the NCIC record's OCA will not change.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Originating Authority's Agency Name
- B. FIELD CODE: ORA
- C. FIELD LENGTH: Up to 25 positions
- D. CHARACTER TYPE(S) ALLOWED: All letters, numbers, and three special characters -- comma, hyphen, and /.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|---------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> Yes | <u>DELETED?</u> No |
|------------------|---------------------|--------------------|
- H. ON ENTRY, DATA IS: Required.
- J. PURPOSE: To clearly identify the authority (and its location) which holds the original case file related to the LEADS record.
- K. ALLOWABLE DATA AND EDITS:

Allowable Data -- 1. Must be the agency name of the authority holding the original case file, regardless of what agency sent the enter message. When entering a vehicle for another agency, put the other agency's name in the ORA Field.

2. It is important that all terminal operators use the same, identical wording in the ORA Field of all records entered for a given agency, including your own. If you use a particular abbreviation, use it consistently for all records. The required format includes three elements: (1) Agency Type (e.g. PD, SO, SP) or Agency Name (e.g. FBI), (2) City Name or County Name followed by 'CO' and (3) 'IL'.

Examples: ORA/PD SPRINGFIELD IL for Springfield Police Department
ORA/SO SANGAMON CO IL for Sangamon County Sheriff's Office
ORA/ISP SPRINGFIELD IL for State Police Dist. 9 in Spfld.

- L. NOTES: NCIC records do not contain the ORA Field Code. Instead, an NCIC record will give the entering terminal's ORI number and a translation of the number. A sample translation is, "ORI IS SANGAMON CO SO SPRINGFIELD IL".

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Entering Terminal's CDC
- B. FIELD CODE: ENT
- C. FIELD LENGTH: 3 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | | | | |
|---------------|-----|-----------------|-----|-----------------|-----|
| <u>ADDED?</u> | N/A | <u>CHANGED?</u> | N/A | <u>DELETED?</u> | N/A |
|---------------|-----|-----------------|-----|-----------------|-----|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: Identifies the terminal.
- K. ALLOWABLE DATA AND EDITS:

Must be the exact CDC of the terminal being used for the enter message.

Computerized Hot File entries should always be made at a terminal that is monitored on a 24-hour basis to ensure confirmation can be made promptly.

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VEHICLES (6)

F I E L D D E S C R I P T I O N

- A. FIELD NAME: Entering Terminal Operator's Initials or Identifier
- B. FIELD CODE: OPR
- C. FIELD LENGTH: 2 positions
- D. CHARACTER TYPE(S) ALLOWED: Letters A through Z and numerals 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
ADDED? No (Note 1) CHANGED? No (Note 1) DELETED? No (Note 1)
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? Required.
- J. PURPOSE: To provide a permanent record (LEADS file only) of who entered the record.
- K. ALLOWABLE DATA AND EDITS:

The only edit is to insure that the enter message contains two alphanumeric characters in the OPR Field.
- L. NOTES: 1. If a record is entered with the wrong identifier, void the record and enter a new one with the correct identifier.

Illinois LEADS Reference Manual

VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Time of Entry
- B. FIELD CODE: TME
- C. FIELD LENGTH: 4 positions
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the time of day that the enter message was handled by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:
- The time is expressed in local time on the basis of a 24-hour clock. 3:19pm will be TME/1519.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: Date of Entry
- B. FIELD CODE: DTE
- C. FIELD LENGTH: 6 positions.
- D. CHARACTER TYPE(S) ALLOWED: Numbers only
- E. USED AS ON-LINE INQUIRY IDENTIFIER? No
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To provide a permanent record in the LEADS record of the date that the enter message was processed by the LEADS computer, and the record was placed in the file.
- K. ALLOWABLE DATA AND EDITS:

The date is expressed in Month-Day-Year format. January 27, 1991 will be DTE/012791.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: NCIC Record Index Number
- B. FIELD CODE: NIC
- C. FIELD LENGTH: 10 positions
- D. CHARACTER TYPE(S) ALLOWED: The letter V and numeric digits 0 through 9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes, but only with Message Key NZN.
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? No, except when Locating a record that originated in another state.
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|------------------|--------------------|--------------------|
| <u>ADDED?</u> No | <u>CHANGED?</u> No | <u>DELETED?</u> No |
|------------------|--------------------|--------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: To uniquely identify a single record in the NCIC file. Except for towed or impounded vehicle records which are in LEADS only, LEADS vehicle records will contain a NIC number. This tells you that there is, in fact, a corresponding record in the NCIC, and gives you an index or identifier to directly retrieve that record if you wish. The NIC is also used to identify an out-of-state NCIC record for the purpose of Locating that record.
- K. ALLOWABLE DATA AND EDITS:
- Allowable Data -- NIC numbers for NCIC Vehicle File records always begin with the letter V. The next seven digits are a unique, sequential number. The last two digits are check-digits computed by running the sequential number through a special formula. The check-digits serve to reduce the chance of retrieving or Locating the wrong record because of an error made while keying the NIC.
- L. NOTES: When a LEADS record that has been on file more than a few minutes (see TME Field) contains a string of Z's in the NIC Field, the record has not been copied into the NCIC File. If the copy had been entered successfully, the Z's would have been replaced by a NIC number. Notify terminal KQC by directed message whenever you discover another agency's record with Z's in the NIC Field. If the record was entered by your department, void it and re-enter paying close attention for reject messages from NCIC.

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VEHICLES (6)

FIELD DESCRIPTION

- A. FIELD NAME: LEADS Record Index Number
- B. FIELD CODE: LDS
- C. FIELD LENGTH: 8 positions.
- D. CHARACTER TYPE(S) ALLOWED: The letter V and all numbers 0-9.
- E. USED AS ON-LINE INQUIRY IDENTIFIER? Yes
- F. IDENTIFIER FOR MODIFY/CANCEL/VOID? Yes
- G. WHEN MODIFYING, FIELD CAN BE:
- | | | |
|-------------------|---------------------|---------------------|
| <u>ADDED?</u> N/A | <u>CHANGED?</u> N/A | <u>DELETED?</u> N/A |
|-------------------|---------------------|---------------------|
- H. ON ENTRY, DATA IS REQUIRED OR OPTIONAL? N/A
- J. PURPOSE: Automatically assigned by the LEADS computer to provide a unique index number for each record.
- K. ALLOWABLE DATA AND EDITS:
- The LDS Number is constructed in three parts. The first character tells what file the record is stored in. All records in the Vehicle File have a LDS number beginning with V. The next two digits represent the year in which the record was entered into the file (91 for 1991, etc.). The final five digits are a sequential number representing when that particular record was entered relative to other records in the same file and year. The first record entered into the Vehicle File in 1991 will have a LDS number of V9100001. The 351st record will be LDS/V9100351. When the file reaches 99,999 records in any one calendar year, the LDS Number will be restructured V91A0000 so that 9,999 records may be added. If needed, 9,999 more records may be added beginning with V91B0000 and so on through the alphabet.
- L. NOTES: NCIC does not provide a field labeled LDS because this would be meaningless to other states. However, the OCA Field of any NCIC record that originated in Illinois will contain the LDS Number of the matching record in the LEADS CHF.

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VEHICLES (6)

VIII. MODIFICATION

A. GENERAL MODIFICATION INFORMATION

1. What is Modification? -- Record or data modification allows you to go back to a previously entered record and add, change, or delete data. You may only modify records that were entered by your agency. You cannot modify a record that was entered by another agency, even if you know the data is wrong and how to correct it.
2. When to Modify -- The modify message is used (1) when you obtain additional data after a record has already been entered, (2) when you discover an error in a record, (3) when circumstances surrounding the case have changed, or (4) when the license plate is recovered but the vehicle is not.
3. Modify Message Keys -- Modify messages for the Vehicle File require three different basic message keys, depending on the kind of record and the message key used for the initial entry. A fourth key is provided for training purposes.

LMV is used for stolen, towed and impounded vehicles.

LMF is used for felony vehicle records.

LMP is used for stolen parts records.

LTVM is used only for training purposes to "modify" stolen vehicle records. (The record on file is not actually affected.)

4. Required Identifiers -- Following the message key, a modify message must contain two identifiers preceded by their field codes from the record to be modified. These identifiers are used to help insure that you are in fact modifying the record you really wish to modify. If the two identifiers do not exactly match the corresponding data in the record on file, the modify message will be rejected and nothing will be changed.

The required identifiers are the LEADS Record Index Number (LDS) followed by the VIN, OAN, or the LIC. If LIC is not present in the record on file, VIN or OAN must be used as the required identifier. LIC is used if VIN or OAN are not present. If LIC, VIN, and OAN are present, use any one.

5. Random Sequence of Fields -- Following the message key, LDS/, and VIN/ or OAN/ or LIC/ (required identifiers), the fields to be modified may be listed in any order.
6. Number of Fields Per Message -- When constructing a free-form modify message, any number of fields up to 25 (every modifiable field) may be included in a single message. The modify screen format LFR.FMOD allows up to five fields to be modified per message.

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VEHICLES (6)

VIII.A. GENERAL MODIFICATION INFORMATION (Continued)

7. NCIC Copy Automatically Modified -- Except for towed and impounded vehicle records which are only in LEADS, a single modify message automatically causes the same change(s) to be made to the NCIC copy of the record. The only exception is that a change to the LEADS ORA Field will not change the ORI in the NCIC record.

B. WHAT CAN & CAN'T BE MODIFIED?

1. Fields Which Can Be Modified -- Using the Vehicle File modify message keys, you may modify the contents of any of the following fields:

DOT - Date of Theft/Date Towed/Date of Felony
VCO - Vehicle Color(s)
VYR - Vehicle Year
VMA - Vehicle Make
VMO - Vehicle Model
OAN - Owner-Applied Number
VST - Vehicle Style
VIN - Vehicle Identification/Serial Number
LIM - License/Registration Month of Expiration
LIY - License/Registration Year of Expiration
LIS - License State/Country of Registration
LIT - License Type
LIC - License Plate/Registration Number
MIS - Miscellaneous
TOWED TO - Location Vehicle Towed To
REASON - Reason For Tow/Impound
REQ BY - Who Tow Was Requested By
TOWED BY - Name of Company Towing Vehicle
HOLD - Indicates If Impounded Vehicle Can Be Released
AUTH ID - Star Number Of Officer Handling Tow/Impound
SFA/TFA - Stolen From Address/Towed From Address
SST/TST - Stolen From Street Name/Towed From Street Name
SFC/TFC - Stolen From City Name/Towed From City Name
OCA - Originating Authority's Case Number
ORA - Originating Authority's Agency Name

2. Fields Which Cannot Be Modified -- Data in the following fields cannot be modified except by voiding the original record and entering an entirely new record:

MKE - Message Key
LDS - LEADS Record Index Number
ENT - Entering Terminal CDC
OPR - Entering Operator's Initials/Name
TME - Time of Record Entry
DTE - Date of Record Entry
NIC - NCIC Record Index Number

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VEHICLES (6)

VIII. MODIFICATION (Continued)

C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS

1. Adding License Plate Information -- Let's suppose your agency's stolen vehicle record LDS/V9117654 on a passenger car with a VIN of 1G3AC6904DK311247 was entered without license plate data. You now want to add the 1992, Illinois passenger car plate number of ABC816 which expires in July.

Sample Modify Message:

(a) (b) (c) (d) (d) (d)
LMV.LDS/V9117654.VIN/1G3AC6904DK311247.LIM/07.LIY/92.LIS/IL.

(d) (d)
LIT/PC.LIC/ABC816.

- (a) Modify message key.
- (b) LEADS Number of record to be modified -- required identifier.
- (c) VIN of record to be modified -- required identifier.
- (d) Field being modified -- added in this case.

2. Correcting Erroneous VIN -- After modifying the record in the example above, you discover that the last two digits of the VIN were inadvertently reversed. They should be 74 instead of 47.

Sample Modify Messages:

LMV.LDS/V9117654.VIN/1G3AC6904DK311247.VIN/1G3AC6904DK311274.

or

LMV.LDS/V9117654.LIC/ABC816.VIN/1G3AC6904DK311274.

Comments: Note that in the first sample, the incorrect VIN was correctly used as a required identifier. In the second message, LIC was used as the identifier.

3. Adding the VIN -- When you entered felony vehicle record V9100217, all you had was plate number 469484, body style, model year, and make. Since the entry, you have obtained the VIN (7476A123789) which you want to add to the record.

Sample Modify Message:

LMF.LDS/V91900217.LIC/469484.VIN/7476A123789.

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VEHICLES (6)

VIII.C. SAMPLE MODIFICATION PROBLEMS & SOLUTIONS (Continued)

4. Changing MIS Data -- In the record described, DAMAGED RT FRONT FENDER was originally entered in the MIS Field. That information is still important. But, now you want to add that the vehicle is missing the hood.

Sample Modify Using Format LFR.FMOD.:

L MF LDS/ V9112345
LIC / 469484

DATA FIELDS:

MIS/ DAMAGE RT FRONT FENDER, HOOD MISSING

- INSTRUCTIONS:
1. COMPLETE MSG KEY FOR DESIRED FILE.
 2. INSERT LDS NUMBER OF RECORD.
 3. INSERT FIELD ID CODE FOR TYPE OF FILE.
 4. INSERT 2ND IDENTIFIER FROM RECORD.
 5. INSERT FIELD CODES FOR FIELDS TO BE MODIFIED.
 6. INSERT DATA TO REPLACE EXISTING DATA.

Comments: Note that the information already entered in the MIS Field which is to be retained (DAMAGE RT FRONT FENDER) must be repeated in the modify message. Otherwise, the modified MIS would only have HOOD MISSING.

5. Deleting Data -- You have entered a stolen part (transmission) with serial number 17171865 which had been reported stolen from a Buick Riviera. The record is V9101074. You now realize that the vehicle was not a Riviera, but the correct model is not known. Since VMO is not required when entering a transmission, you wish to blank out the VMO Field.

Sample Modify Message:

LMP.LDS/V9101074.VIN/17171865.VMO/.

Comments: Note that the field to be blanked out or deleted is given in the modify message as Field Code, slash, and period. You cannot delete all data from a required field such as VMA.

NOTE: Refer to VEH-37 for field codes to be used when modifying a Towed/Impounded record. Example: To modify the "Towed to Field", use field code TTO/.

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VEHICLES (6)

VIII. MODIFICATION (Continued)

D. MODIFY ACKNOWLEDGMENT -- Every modify message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Modify Acknowledgment

(a) (b) (c)
CDC MODIFY LDS/V9181522

- (a) The CDC of the terminal which sent the modify message.
- (b) Indication that the record was successfully modified.
- (c) LEADS Record Index Number of the record successfully modified.

2. Confirming Modification Results -- The only way to confirm that a record was, in fact, modified exactly as you intended is to inquire on the record and review the response message.

3. Partial Success -- There is no such thing as a partially successful modification. If you plan to modify three fields with a single modify message and you are rejected because of an error in only one of the three fields, nothing was modified. In other words, the two fields you coded correctly were not modified because part of the modify message was wrong.

4. NCIC Reject -- Normally, the only acknowledgment message you will receive, either reject or successful, will come from LEADS (not NCIC). In a few cases when the computer is not working properly, you may receive a successful acknowledgment from LEADS and a reject from NCIC. When this happens, send a directed message to the LEADS Quality Control Section at terminal KQC and explain what has happened.

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VEHICLES (6)

IX. ADD-ON CAPABILITY

LEADS provides the capability of appending miscellaneous information to any LEADS record. An Add-On record is in the LEADS File only and is not to be confused with the NCIC Add-On Vehicle Feature. This can be useful when the MIS Field (permanent portion) is too small to contain all of the data you wish to enter. Turn to Chapter 12, Add-On Records, for procedures.

Keep in mind that the add-on information is not available to agencies in other states because the add-on record does not go on file in the NCIC. Therefore, it is important to put the most important data in the MIS Field itself.

NOTE: Because the Towed/Impounded entry format has no MIS field, an Add-On entry would be necessary to attach any additional information not captured in the other data fields.

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VEHICLES (6)

X. VOIDING

A. WHAT IS VOIDING? -- Voiding is the process of removing a record from LEADS and NCIC, especially a record that was entered by mistake. You can only void a record that was entered from one of the terminals in your agency. Once a record has been voided, it may no longer be retrieved by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.

B. WHEN TO VOID

1. Invalid Record -- A record that is entered by mistake (i.e., should not have been entered in the first place) and is invalid should be voided as soon as the error is discovered.

2. Can't Modify -- If data in a field that cannot be modified (Entering Operator's Initials -- OPR) is entered incorrectly, the original record should be voided and a new record entered.

C. HOW TO VOID -- A void message always contains exactly three elements -- the message key, the LEADS Record Index Number and a second identifier from the record, either VIN, OAN, or LIC. The message key must match the kind of record being voided -- stolen vehicle, stolen part, or felony vehicle.

1. Vehicle Void Message Keys

LXV - Stolen/Towed Vehicle
LXP - Stolen Part
LXF - Felony Vehicle

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VEHICLES (6)

X.C. HOW TO VOID (Continued)

2. Sample Void Message (Free-Form)

(a) (b) (c)
LXV.LDS/V9101074.VIN/17171865.

- (a) Message key to void a stolen/towed vehicle record.
- (b) LEADS Index Number of the record to be voided.
- (c) VIN from the record to be voided. (LIC or OAN may be used instead of VIN.)

3. Sample Void Message (Screen Format LFR.FVOID.)

LX V_ LDS/ V9101074
VIN / 17171865 _____

D. VOID ACKNOWLEDGMENT -- Every void message will be acknowledged either by a reject message or, if successful, by the following:

1. Successful Void Acknowledgment

(a) (b) (c)
CDC VOID LDS/V9101074

- (a) CDC of the terminal which sent the void message.
- (b) Indication that the record was successfully voided.
- (c) LEADS Number of the record that was voided.

2. Rejected Void Message -- Any response other than the message above indicates that your void message was rejected and that the record in question is still on file. In this situation, correct the error and resend the void message.

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VEHICLES (6)

XI. CANCELLING A RECORD

- A. WHAT IS CANCELLING? -- Cancelling is the process of removing a record from LEADS and NCIC that has served its purpose and is no longer active. You can only cancel a record that was entered from one of the terminals in your agency. Once a record is cancelled, it may not be retrieved by any kind of on-line inquiry. However, if the need arises, the LEADS Staff can retrieve a copy of the record from the permanent, off-line file.
- B. WHEN TO CANCEL -- When a stolen vehicle or part is recovered, or when a towed vehicle is released to the owner, the LEADS/NCIC record should be cancelled immediately. Also, a felony vehicle record should be cancelled as soon as the vehicle has been found or the related case has otherwise been solved.
- C. HOW TO CANCEL -- To cancel a vehicle record, specific data pertaining to the recovery of the vehicle is needed in addition to the message key, LEADS Record Index Number, and second identifier from the record to be cancelled (VIN, OAN or LIC). The cancellation can be done in the Vehicle Cancel Format (LFR.FCANV.), or may be done free-form with the required elements. NOTE: THE DATA REQUIRED FOR THE CANCELLATION OF A VEHICLE RECORD IS CRITICAL TO VEHICLE INVESTIGATIONS AND MUST BE AS ACCURATE AS POSSIBLE.

1. FREE-FORM VEHICLE CANCELLATION

Line 1 - MKE.LDS.VIN. (OR OTHER SECONDARY IDENTIFIER)
Line 2 - RAN.RSN.RCN.RSC.APP.
Line 3 - RZC.VRC.

- a. Line 1: Message key (must match the type of record to be cancelled; LCV for stolen vehicle, LCP for stolen part, and LCF for a felony vehicle.) The LEADS Record Index Number would follow the Message Key as the primary record identifier. The secondary identifier is the VIN, or OAN, or LIC used in the record entry.
- b. Line 2 contains the fields pertaining to where the vehicle was recovered, and if any apprehensions were made.

RAN - Recovered Address Number - Up to 5 positions. Enter street address, rural route, county road, mile post, etc.

RSN - Recovered Street Name - Up to 18 positions. Enter street name, state route, interstate, county road number, etc.

RCN - Recovered City Name - Up to 12 positions. Enter the name of the nearest town or city to which the vehicle was recovered.

RSC - Recovered State Code - 2 positions. Enter a valid two-letter state code.

APP - Apprehension Indicator - 1 position. Enter a 'Y' to indicate apprehension at the time of recovery, or an 'N' to indicate no apprehension was made at recovery.

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VEHICLES (6)

XI.C.1. FREE-FORM VEHICLE CANCELLATION (Continued)

- c. Line 3 is the ZIP code for the jurisdiction in which recovery was made and the Vehicle Recovery Codes.

RZC - Recovery Zip Code - 9 positions. Although this field is not required, it should be used whenever possible as it is important for vehicle investigations. Enter the ZIP code for the nearest city or town in which the recovery was made.

VRC - Vehicle Recovery Codes - 16 separate positions. This is one field used to indicate the condition of the vehicle at recovery. Below are the categories; at least one of the four General Vehicle Condition categories must be completed with an X to make the cancellation.

GENERAL VEHICLE CONDITION	1. No Damage
	2. Burned
	3. Stripped
	4. Wrecked
STRIPPED/BURNED/DAMAGED BODY PARTS	5. Front
	6. Rear
	7. Doors
	8. T-Tops
STRIPPED/BURNED/DAMAGED COMPONENT PARTS	9. Interior
	10. Accessories
	11. Engine
	12. Transmission
	13. Frame
OTHER PARTS	14. Vin Plate
	15. Ignition Lock Pulled
	16. Steering Column Peeled

If a stolen vehicle is recovered with no apparent body damage, no missing body or component parts, but the VIN plate is missing, the Free-Form VRC Field would be completed as:

X X .

An 'X' has been placed in position 1 to indicate No Damage. An 'X' has been placed in position 14 to indicate that the VIN Plate is missing. Note that all fields that do not apply are entered as blank spaces. All 16 positions must be accounted for with either an 'X' or a space. IT IS IMPORTANT TO BE AS COMPLETE AND ACCURATE AS POSSIBLE WHEN ENTERING RECOVERY DATA.

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VEHICLES (6)

XI.C. HOW TO CANCEL (Continued)

2. FREE-FORM CANCELLATION OF TOWED/IMPOUNDED VEHICLES

To cancel a Towed/Impounded Vehicle, use the same free-form structure that is used when cancelling a Stolen or Felony Vehicle. The difference will be the information required in the RAN, RSN, RCN, RSC, and RZC fields. These fields normally reflect where the vehicle was recovered; for a Towed/Impounded Vehicle cancellation, these fields will contain information about the tow company the vehicle was towed to. The remainder of the cancellation fields are completed the same as a Stolen Vehicle/Part, or Felony Vehicle cancellation.

EXAMPLE: LCV.LDS/V9112345.LIC/TKD364.
TOW.WELSH TOWING.PALATINE.IL.N.
60067.X

3. FORMAT VEHICLE CANCELLATION

LFR.FCANV. is the format call code for the Vehicle Cancellation Format.

LC LDS/ /
RAN RSN RCN RSC APP
RZC

INSTRUCTIONS: INDICATE THE CONDITION OF A VEHICLE AT TIME OF RECOVERY BY PLACING X IN EACH APPROPRIATE FIELD.

***** AT LEAST ONE OF THE FIELDS FOR #1 MUST CONTAIN X ****

1. GENERAL VEHICLE CONDITION:

NO DAMAGE BURNED STRIPPED WRECKED

2. BODY PARTS STRIPPED/BURNED/DAMAGED:

FRONT REAR DOORS T-TOPS

3. COMPONENT PARTS STRIPPED/BURNED/DAMAGED:

INTERIOR ACCESSORIES ENGINE TRANSMISSION FRAME

4. OTHER PARTS:

VIN PLATE IGNITN LOCK PULLED STEERING COLUMN PEELED

Completion of the format consists of the following:

a. Message Key with the letter V to indicate cancellation of a Stolen or Towed/Impounded vehicle, P to indicate cancellation of a Stolen Part, or F to indicate cancellation of a Felony Vehicle.

b. The LEADS Record Index Number from the original entry, and a secondary identifier; VIN, LIC, or OAN from the original entry.

c. The Recovery Location fields:

RAN - Recovered Address Number
RSN - Recovered Street Name/Number
RCN - Recovered City Name
RSC - Recovered State Code

d. The APP, Apprehension Field with a Y to indicate apprehensions at recovery, or an N to indicate no apprehensions at recovery.

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VEHICLES (6)

XI.C.3. FORMAT VEHICLE CANCELLATION (Continued)

- e. The RZC, Recovered ZIP Code field, with the ZIP code of the jurisdiction the vehicle was recovered in. This is an optional field, but should be used as often as possible to provide accurate recovery data to be used in vehicle investigations.
- f. Complete the Vehicle Condition Section by placing an 'X' in at least one of the General Vehicle Condition categories, and an 'X' in any other applicable condition field. THE VEHICLE CONDITION SECTION MUST BE COMPLETED AS ACCURATELY AND COMPLETELY AS POSSIBLE FOR USE IN VEHICLE INVESTIGATIONS.

Below is a sample formatted Vehicle Cancellation:

LC V LDS/ V9112345 LIC / OA1714
RAN 300 RSN S MAIN RCN PARADISE RSC IL APP N
RZC 20016

INSTRUCTIONS: INDICATE THE CONDITION OF A VEHICLE AT TIME OF RECOVERY BY PLACING X IN EACH APPROPRIATE FIELD.

***** AT LEAST ONE OF THE FIELDS FOR #1 MUST CONTAIN X *****

1. GENERAL VEHICLE CONDITION:

NO DAMAGE BURNED STRIPPED X WRECKED

2. BODY PARTS STRIPPED/BURNED/DAMAGED:

FRONT REAR DOORS T-TOPS X

3. COMPONENT PARTS STRIPPED/BURNED/DAMAGED:

INTERIOR ACCESSORIES X ENGINE X TRANSMISSION X FRAME

4. OTHER PARTS:

VIN PLATE IGNITN LOCK PULLED STEERING COLUMN PEELED

4. FORMATTED TOWED/IMPOUNDED CANCELLATION:

A Towed/Impounded Vehicle will be cancelled in the same format (LFR.FCANCV.). The difference will be in the Recovery Address fields. These fields will be completed with the location of the Tow Company the vehicle was towed to. All other fields, including the Vehicle condition fields, will be completed using the same procedure for a Stolen Vehicle/Part or Felony Vehicle cancellation. Below is a sample:

LC V LDS/ V9112346 VIN / VFIFH45G3K2000001
RAN TOW RSN JEFFS TOWING RCN FRANKFORT RSC IL APP N
RZC

INSTRUCTIONS: INDICATE THE CONDITION OF A VEHICLE AT TIME OF RECOVERY BY PLACING X IN EACH APPROPRIATE FIELD.

***** AT LEAST ONE OF THE FIELDS FOR #1 MUST CONTAIN X *****

1. GENERAL VEHICLE CONDITION:

NO DAMAGE BURNED STRIPPED WRECKED X

2. BODY PARTS STRIPPED/BURNED/DAMAGED:

FRONT X REAR DOORS X T-TOPS

3. COMPONENT PARTS STRIPPED/BURNED/DAMAGED:

INTERIOR ACCESSORIES ENGINE TRANSMISSION FRAME

4. OTHER PARTS:

VIN PLATE IGNITN LOCK PULLED STEERING COLUMN PEELED

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VEHICLES (6)

XI.C. HOW TO CANCEL (Continued)

5. CANCELLATION DUE TO INABILITY TO VALIDATE

If you are unable to validate a vehicle record, the same cancellation format must be used. Completion of the format will reflect that the vehicle was cancelled due to an inability to validate the record. Below are sample free-form and formatted cancellations due to validation.

a. Free-Form Vehicle Cancellation Due to Validation

```
LCV.LDS/V9012345.LIC/ACE365.  
V.NO VALIDATION.V.IL.N.  
.X
```

Line 1 Message Key, LEADS Record Index Number, Secondary Identifier.

Line 2 RAN; completed with the letter 'V', RSN; completed with 'NO VALIDATION', RCN; completed with letter 'V', RSC; completed with IL, APP; completed with N.

Line 3 RZC; completed with a period, VRC; completed with an 'X' indicating No Damage...all sixteen positions of the VRC must be accounted for.

b. Formatted Cancellation Due to Validation (LFR.FCANV.)

```
LC V   LDS/ V9012346  LIC / TRT791  
RAN V   RSN NO VALIDATION  RCN V   RSC IL APP N  
RZC
```

INSTRUCTIONS: INDICATE THE CONDITION OF A VEHICLE AT TIME OF RECOVERY BY PLACING X IN EACH APPROPRIATE FIELD.

***** AT LEAST ONE OF THE FIELDS FOR #1 MUST CONTAIN X *****

1. GENERAL VEHICLE CONDITION:

NO DAMAGE X BURNED STRIPPED WRECKED

2. BODY PARTS STRIPPED/BURNED/DAMAGED:

FRONT REAR DOORS T-TOPS

3. COMPONENT PARTS STRIPPED/BURNED/DAMAGED:

INTERIOR ACCESSORIES ENGINE TRANSMISSION FRAME

4. OTHER PARTS:

VIN PLATE IGNITN LOCK PULLED STEERING COLUMN PEELED

D. CANCEL ACKNOWLEDGMENT: Every cancelled message will be acknowledged by either a reject or the following message:

1. Successful Cancel Acknowledgment

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(a) (b) (c)  
CDC CANCEL LDS/V9167231
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- a) The CDC of the terminal that sent the cancelled message.
- b) Indication that the record was successfully cancelled.
- c) LEADS Record Index Number of the record cancelled.

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XI.D. CANCEL ACKNOWLEDGMENT (Continued)

2. Confirming Cancellation Results -- The only way to confirm that a record was in fact cancelled, is to inquire on the record. If the cancellation transaction was successful, your inquiry should result in a NO REC response.
3. NCIC Reject -- Normally, the only acknowledgment to the cancel message, either reject or successful, will come from LEADS (not NCIC). In a few cases, when the computer is not working properly, you may determine from your follow-up inquiry that the record was cancelled from LEADS, but not NCIC. When this happens, send a directed message to LEADS Users Services CDC\KQC and explain what has happened.

XII. AUTOMATIC PURGING

- A. REASON FOR PURGING -- Storage space for the on-line, Computerized Hot Files is very expensive. Furthermore, the NCIC and LEADS advisory policy boards believe that the value of keeping vehicle records on-line in the computer diminishes as time goes on because the likelihood of recovery drops with time. For these reasons, vehicle records are automatically purged from the on-line files on a periodic basis. The NCIC copy of each record is purged at the same time the LEADS record is purged.
- B. PURGE SCHEDULE -- The length of time a vehicle record remains on file before it is purged varies with the nature of the record. See Appendix E of APPENDICES, Chapter 14, Volume 2.
- C. PURGE NOTIFICATION OF THE ENTERING TERMINAL -- Your agency will receive notification of records purged by LEADS twice during the year along with your agency's validation listing. This includes both records on file for a regular length of time as well as "short-term" records i.e., records without VIN's which remain on file for 9 days only.
- D. RETRIEVING PURGED RECORDS -- Once a record has been purged, it cannot be retrieved by on-line inquiry. However, if the need arises, any purged record can be retrieved by the LEADS Staff from the permanent, off-line history file.
- E. RE-ENTRY OF PURGED RECORDS -- If the originating authority plans to maintain an open case file or for any reason believes that a purged record would still be valuable in the on-line computer file, the ORA may re-enter the purged record. Re-entry is done by exactly the same procedure as an original entry.

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XII. AUTOMATIC PURGING (Continued)

F. EXPIRED LICENSE PLATE "PURGE"

1. LEADS

- a. Illinois Passenger Car Plates -- An Illinois passenger car plate record remains in the on-line, active file for 12 months beyond the expiration date as indicated by the LIY and LIM Fields. A purge procedure is run monthly to remove CHF records on plates that have been expired for a full 12 months.

During the 12-month period between expiration and the license plate "purge", any hit on a vehicle record with an expired plate will include the warning ***EXPIRED LICENSE PLATE***.

When the expired LIC is blanked out, there is no notification message sent to the entering terminal. Furthermore, any attempt to re-enter the plate number by modification or enter message will be rejected.

- b. Other Plates -- All Illinois plate types not on a multi-year expiration registration program and all out-of-state plates are purged as they expire.
2. NCIC -- A license plate record not entered by an Illinois terminal is retained in NCIC's file for one year after the end of the plate's year of expiration (LIY) as shown in the record. NCIC purges these expired records once each year in January. NCIC records entered by Illinois terminals are purged at the same time the corresponding LEADS records are purged.
 3. Non-Expiring Plates -- Exceptions to the above are non-expiring plates, which are entered with LIY/00 (see page LIC-127). These are automatically purged by both LEADS and NCIC four full years after the end of the year of entry.